

## IT SERVICES PROPOSAL

Prepared by: [Your Company Name]  
Date: [Date]  
Prepared for: [Client Name]

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### EXECUTIVE SUMMARY

[Client Name] is seeking a trusted technology partner to [brief description of project]. [Your Company Name] has extensive experience delivering similar engagements across the technology sector, and we are confident in our ability to deliver measurable results within the agreed timeline and budget.

This proposal outlines our recommended approach, team structure, deliverables, and investment required to achieve [Client Name]'s objectives.

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### UNDERSTANDING YOUR REQUIREMENTS

Based on our initial discussions, we understand that [Client Name] requires:

- [Requirement 1]: A robust and scalable solution that integrates with existing systems
- [Requirement 2]: Minimal disruption to day-to-day operations during implementation
- [Requirement 3]: Full knowledge transfer and documentation upon project completion
- [Requirement 4]: Ongoing support and maintenance after go-live

Our team has carefully reviewed these requirements and the proposed solution below directly addresses each of them.

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### OUR APPROACH

We recommend a phased delivery approach structured across three stages:

#### **Phase 1 — Discovery & Planning (Weeks 1-2)**

We begin with a structured discovery workshop involving key stakeholders from [Client Name]. The outputs of this phase include a detailed technical specification, project plan, and risk register. This phase ensures complete alignment before any development work begins.

#### **Phase 2 — Development & Integration (Weeks 3-10)**

Our engineering team will develop and configure the solution in bi-weekly sprints, with a demo and review session at the end of each sprint. Regular progress reports will be provided every Friday.

#### **Phase 3 — Testing, Training & Go-Live (Weeks 11-14)**

We conduct comprehensive user acceptance testing (UAT), deliver end-user training sessions, and manage a controlled go-live. A hypercare period of 2 weeks post-launch ensures any issues are resolved immediately.

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### SCOPE OF WORK

In scope:

- Requirements gathering and technical specification
- Solution architecture and design
- Development and configuration
- Data migration (up to [X] records)
- Integration with [System A] and [System B]
- User acceptance testing support
- Training (up to [X] users)
- Go-live support
- 30-day post-launch hypercare

Out of scope:

- Third-party software licensing costs
  - Hardware procurement
  - Ongoing managed services (available separately)
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## DELIVERABLES

1. Technical Specification Document
  2. Solution Architecture Diagram
  3. Fully configured and tested system
  4. Data migration scripts and validation report
  5. Integration documentation
  6. User training materials and recorded sessions
  7. Operational runbook
  8. Go-live sign-off report
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## TIMELINE

- Week 1-2: Discovery & Planning**  
**Week 3-4: Sprint 1 — Core development**  
**Week 5-6: Sprint 2 — Integration**  
**Week 7-8: Sprint 3 — Advanced features**  
**Week 9-10: Sprint 4 — Refinement & optimisation**  
**Week 11-12: User Acceptance Testing**  
**Week 13: Training**  
**Week 14: Go-Live & Hypercare begins**

Total project duration: 14 weeks from project kick-off.

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## INVESTMENT

- Phase 1 — Discovery & Planning:       £X,XXX**  
**Phase 2 — Development & Integration:   £XX,XXX**  
**Phase 3 — Testing, Training & Go-Live:  £X,XXX**

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Total Project Investment:               £XX,XXX

Payment terms: 30% on project kick-off, 40% at Phase 2 completion, 30% on go-live sign-off.

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## WHY [YOUR COMPANY NAME]

- [X] years of experience in IT services and digital transformation
- Proven track record: [X]+ successful projects delivered on time and within budget
- Dedicated project manager and account manager assigned to your account
- ISO 27001 certified — your data is handled with the highest security standards
- UK-based team with no off-shoring of sensitive data
- [X] client satisfaction score based on post-project surveys

We are not just a vendor — we are a long-term partner invested in your success.

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## NEXT STEPS

If you would like to proceed, we suggest the following next steps:

1. Review and approve this proposal
2. Sign the Statement of Work
3. Schedule the Discovery Workshop kick-off call
4. Issue purchase order / first payment

We are ready to begin within [X] business days of receiving your approval. Please do not hesitate to contact us with any questions.

[Your Name]  
[Your Title]  
[Your Company Name]  
[Email] | [Phone]



