Software Development Proposal

**Created by:**   
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**Prepared for:**   
[Client First Name] [Client Last Name]  
[Client Company]

Text

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# Introduction

About {{Sender company name}}:

{{Sender company name}} is a top provider of software development and other professional IT services. We have over 10 years in the software development field and a long list of satisfied customers. We will be happy to provide additional references upon request.

We have a clear understanding of the development requirements, and we have the knowledge, skills and experience to successfully complete the project.

# How we work

1. The Provider will assign a lead consultant to oversee the engagement and serve as a single point for engagement communication. The Provider may also assign software developers, system/hardware engineers, and other IT specials as the requirements and needs dictate.
2. Resolve IT issues and make recommendations regarding the IT network, IT security, software/application, hardware, data, and integration as the scope and the goals of the engagement requires achieving engagement goals.​​
3. Provider will grant to the Client an unlimited, unrestricted, royalty-free, fully paid nonexclusive license to any software, documentation and information not produced or created by Provider as a result of the performance of work or services under this proposed engagement, however the Provider retains the copyright to above mentioned software, documentation, or information.
4. The Provider may utilize publicly distributed (open source) software for the solutions provided to Client, provided that it is either in the public domain or licensed for public distribution under terms that do not conflict with Client licensing.

# Objectives and Schedule

Once ultimate goals are determined then intermediate objectives and the timeline for reaching them are established.

# Execution and Metrics

Activities to reach objectives and goals are defined and carried out, including metrics to gauge the success of particular activities in reaching the goal or goals. The consultancy engagement services can involve, but not limited to:

* Developing strategy
* Advising and overseeing activities to improve effectiveness and efficiency
* Present and train industry best practices
* Software planning
* Hardware/ software integration
* Design and development services

# Review and Closure

At the end or the engagement term, the success of the engagement will be reviewed and any final sign-off completed. This will include recommendations for future direction for the organization’s IT development and improvement.

# Deliverables & Testing’s

The Provider will deliver the items determined during the Appraisal and Planning phase of the engagement. The deliverables list will be created and added as an addendum to this proposal or to the Work Agreement created at the acceptance of this proposal.

# Verification

* "Verification" typically involves reviews and meetings to evaluate documents, plans, code, requirements, and specifications.
* This can be done with checklists, issues lists, walkthroughs, and inspection meetings.

# Validation

* "Validation" typically involves actual testing and takes place after verifications are completed.
* The term “IV & V” refers to Independent Verification and Validation.

# Walkthrough

* A “walkthrough” is an informal meeting for evaluation or informational purposes.
* Little or no preparation is usually required.

# Inspection

* An "Inspection" is more formalized than a “walkthrough.” The subject of the inspection is typically a document such as a requirements spec or a test plan, and the purpose is to find problems and see what's missing, not to fix anything. Attendees should prepare for this type of meeting by reading through the document; most problems will be found during this preparation.  
  The result of the inspection meeting should be a written report. Thorough preparation for inspections is difficult, painstaking work, but is one of the most cost effective methods of ensuring quality.  
  The following is a short list of quality assurance principles:
* Test and QA activities start early in the software development life cycle.
* Quality is built into the solution: “Do it right the first time".
* Each step or phase is validated before moving ahead to the next step or phase.
* Repeatable processes are established and used by all like projects.
* Processes are continuously reviewed and improved.

# Project Estimate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Cost | Unit | Qty | Subtotal |
| PHP Development | $120 | /hour | 160 | 1,25,000 |
| IT Consulting |  |  |  |  |
| Dev Ops support |  |  |  |  |
| Total |  |  |  |  |

# Terms & Agreements

The terms for the engagement are defined as follows:

The Client will be responsible for any expenses incurred during the execution of the engagement, including travel expenses, per diem, and consumables.

While the Provider may engage other contractors to fulfill specific aspects of the engagement, the Provider retains responsibility for executing the agreement and will not assign or transfer any ultimate rights or obligations to third parties.

The provider will invoice the client Net 15 for the billable hours at the end of every month of the engagement. Conclusion

Again, we are happy to present this proposal for your review. Upon acceptance of this proposal, the Provider will draft a comprehensive Statement of Work based of project requirements for your review that will serve as the project contract between the Provider and the Client.

If you have any questions or need additional information amended to the proposal, please let us know. You can reach me directly by email at {{Sender email}}.

<<Full Name>>

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_