|  |
| --- |
| You should have your name/company name and address here. |
| To: | Mr. John Biggie, CEO, Small Technologies, Inc. and the address |
| From: | Laura C. Student |
| Date: | [Pick the date] |
| Re: | Technical issue the company has |
| **Purpose** |  |

The purpose of this proposal is to request a study and analyze the implementation and eventual widespread use of XYZ technology to prevent network intrusions …or whatever.

**Summary**

Last month, Mr. John Biggie asked me to explore the possibilities of doing whatever…..

Small Technologies has a series of problems in network security that must me addressed. Be specific about the problems the company has.

To perform the research and technical testing required I estimate approximately 40-50 hours over the next six weeks. I will research and explore the problem and provide a progress report in three weeks and the final report in six weeks. This time table will give us time to research and implement proper procedures.

**Introduction**

Give your spiel here about the problem. This should be a couple of paragraphs…and the meat of the proposal.

**Tasks**

In order to solve the problem and….. I am proposing that these tasks be completed:

*You should have at least four tasks to complete for the final project. You also should add a sentence or so with each task. So, please do not write, investigate the financial issues. Be a little more specific.*

*Task 1:*

*Task 2:*

 *Task 3:*

*Task 4:*

**Schedule: A graph/timeline works well for this**

|  |  |  |
| --- | --- | --- |
| Tasks |  | Date of Task (by Week) |
| Task 1: Determine the needs of company |  |  |  |  |  |  |
| Task 2: Research Display Sizes |  |  |  |  |  |  |
| Task 3: Research XYZ  |  |  |  |  |  |  |
| Task 4: ResearchABC |  |  |  |  |  |  |
| Task 5: Final Report / Implementation |  |  |  |  |  |  |
|  | 5 | 12 | 19 | 26 | 2 | 2 |
|  | Month |  | Month |

**Budget**

 You need to include a budget. Be specific and be realistic.

**Experience**

I am a certified (fill in something about your background here. Show (don’t tell) why you are the right person for this consulting job.

**References**

You need at least three possible references. Use of a technical textbook does not count as a reference. You must include an article from a professional journal that you found using UMUC library database (that is a UMUC requirement). You could use a potential interview.

**Closing remarks**

I look forward to working with you…if you have questions………….