# Management Consulting Proposal

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| Name (XYZ)  Management Specialist – PLACE  Designation  Address |  | Proposed Person ABC  Address |

To whom it may concern,

Thank you for your time on the phone. Congratulations again on your expansion! Per our discussion, I have put together a proposal that should cover all your needs regarding your new location in XYZ.

## Summary

This proposal from CV Consulting and Management (XYZ) details objectives and goals for the XYZ project. The total project cost will be $150,000 and will last approximately one year with a continued option, if needed.

## Background

XYZ has grown into a successful company in California by providing technical support tailored to the needs of local restaurants and chains. The company has found that many of these restaurants chose to expand to Texas. XYZ would like to open a second location to be closer to these clients and reach a new market in PLACE. XYZ plans to move one Project Manager and one Technician to PLACE but will need help with day-to-day operations as well as hiring local staff.

## Project Scope

From November 2013 – November 2014, CV Consulting and Management will handle all management of XYZ PLACE office and prepare the new staff to run the business successfully after 2014.

## Project Objective

To make XYZ PLACE office fully operational by December 2013 and able to run on its own by December 2014, with minor hourly consulting.

## Deliverables & Process

Goal: Prepare PLACE office for opening in December 2013.

Strategy: Secure location, hire and train staff, open doors December 1, 2013.

Goal: Completely prepare current staff to run office without guidance by December 1, 2014.

Strategy: Train staff, promote managers, create lasting programs and implement easy to use day-to-day operations management software.

## Allocation of Employees

* Hire and pay six employees (in addition to the project manager and technician):
* 2 management employees (Director of Operations and Location Manager)
* 1 sales rep
* 2 technicians
* 1 office secretary

At cost for company, salaries to be reviewed.

Annual contract - $150,000 for full time management.

After December 1, 2014 - Once a month check-in and meeting with employees. No charge.

Additional consulting - $150/hour.

We would like to sign a contract by October 1, 2013. Please contact me with any questions.

Name

Management Specialist

Email ID

CVManagment.us/PLACE

Direct line: Contact no