

PROJECT MANAGEMENT PROPOSAL

[DATE]

[COMPANY NAME], a project management firm located in [CITY], [STATE] (hereinafter “[SHORTENED COMPANY NAME OR ACRONYM]”), is pleased to provide this Project Management Proposal to [CUSTOMER NAME] to provide a certified project manager to lead [CUSTOMER NAME]’s [PROJECT NAME] project.

By the signature below, this serves as [COMPANY NAME]’s formal proposal to [CUSTOMER NAME].

[COMPANY NAME]

[NAME], [TITLE]

DATE

1. EXECUTIVE SUMMARY

[CUSTOMER NAME] is in search of a certified project management professional or “PMP” with additional expertise leading and managing projects in the [Industry] industry. [COMPANY NAME] has a number of qualified resources to fill this roll, and we have identified [RESOURCE1 NAME] and [RESOURCE2 NAME] as perfect candidates to perform overall management for your project. [RESOURCE1 NAME] has [NUMBER] years of direct experience managing complex, high-dollar-value projects in the [INDUSTRY TYPE] industry. [RESOURCE1 NAME] will be supported by [RESOURCE2 NAME], a PMP with [NUMBER] years experience in the [INDUSTRY TYPE] industry.

[COMPANY NAME] is a twenty-first century project management firm that thrives on the latest systems and processes for project management. Our company has won a number of awards for excellence; including (awards). In addition, all of our project managers are six sigma experts, so aside from effective budget management, our managers are keen to identify opportunities to reduce costs.

2. RESPONSIBILITIES

[COMPANY NAME] will be responsible for providing [NUMBER] qualified PMPs in support of the [NAME OF PROJECT] project. Such resources will be considered key personnel and shall only be removed from the project due to extenuating circumstance or circumstances beyond the control of [COMPANY NAME]. Such resources will manage the project on a full-time, labor hour basis and in a workmanlike and professional manner, in accordance with the highest professional standards for project management.

3. KEY PERSONNEL RESUMES

[RESOURCE1 NAME]

[RESOURCE2 NAME]

4. PERIOD OF PERFORMANCE

The period of performance of this project is expected to start on [DATE] and end on [DATE].

5. HOURLY RATES & PAYMENT

This Project Management Proposal assumes payment will be made on a labor hour basis. The labor rates and labor categories proposed for the resources are as follows:

Key Personnel Name	Labor Category	Hourly Rate
[RESOURCE1 NAME]	Lead Project Manager	[\$\$]
[RESOURCE2 NAME]	Deputy Project Manager	[\$\$]

Factoring the period of performance and the full-time status for the above-named resources, [COMPANY NAME] estimates the total price for the project to be [\$], excluding any other direct costs or sales or use tax, if such tax is applicable.

[COMPANY NAME] shall be reimbursed by [CUSTOMER NAME] for all expenses incurred for necessary travel.

[COMPANY NAME] will invoice for actual hours incurred on a bi-weekly basis. Payment terms are Net 30 from the date of [COMPANY NAME]'s invoices.

6. TERMS & CONDITIONS

- a. This Project Management Proposal is valid for a period of [NUMBER] days from the date first set forth above. This Project Management Proposal may be extended by [COMPANY NAME] by written notice to [CUSTOMER NAME].
- b. The terms and conditions related to the project are subject to the mutual agreement of [CUSTOMER NAME] and [COMPANY NAME].