PROJECT MANAGEMENT PROPOSAL

**[2014/10/02]**

TAPI, a project management firm located in Ho Chi Minh City, is pleased to provide this project Management Proposal to X University to provide a certified project manager to lead X University’s Admission Management project.

By this signature below, this servers as X University’s formal proposal to X University.

# execute summary

X University is in search of certified project management professional or “PMP” with additional expertise leading and managing projects in the TAPI industry. TAPI has a number of qualified resources to fill this roll, and we have identified Lead Project Manager Nguyen Thi Thanh Truc and Deputy Project Manager Pham Thi Vuong as perfect candidates to perform overall management for your project. Nguyen Thi Thanh Truc has 10 years of direct experience managing complex, high-dollar-value project in the Managing Industry. Nguyen Thi Thanh Truc will be supported by Pham Thi Vuong, a PMP with 12 years experiences in the Managing Industry.

TAPI is a twenty-first century project management firm that thrives in the lasted systems and processes for project management. Out company has won a number of award for excellence; including (awards). In addition, all of our project managers are sigma experts, so aside form effective budget managers are keen to identify opportunities to reduce cost.

# Responsibilities

TAPI will be responsible for providing 10 qualified PMP’s in support of the Admission Management project. Such resources will be considered key personnel and shall only be removed from the project due to extenuating circumstance beyond the control of TAPI. Such resources will manage the project on a full-time, labor hour basics and in a workmanlike and professional manner, in accordance with the highest professional standards for project management.

# Period of performance

The period of performance of this project is expected to start on 2014/09/01 and end on 2014/11/01.

# 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** |
| Nguyen Thi Thanh Truc | Lead Project Management | 100$ |
| Pham Thi Vuong | Deputy Project Management | 80$ |

Factoring the period of performance and the full-time status for the above-named resources, TAPI estimates the total price for the project to be 10,000$, excluding any other direct costs or sales or use tax, if such tax is applicable.

TAPI shall be reimbursed by X University for all expenses incurred for necessary travel.

TAPI will invoice for actual hours incurred on a bi-weekly basic. Payment terms are Net 30 from the date of TAPI invoices.

# Terms & conditions

1. This Project Management Proposal is valid for a periods of 60 days from the date first set forth above. This Project Management Proposal may be extended by TAPI by written notice to X University.
2. The term and conditions related to the project are subject to the mutual agreement of X University and TAPI Company.