

INTERNAL APPROVAL REQUEST

Critical Project Number: ABC12345

Subject: Contract for Requirements Definition Phase of Core System Migration

Requested by:

Technical Development Division: John Smith

Approval Manager

Technical Development Director: Sarah Johnson

Overview

Regarding the subject matter, we previously commissioned Amazon System Development Inc. for the assessment phase of the core system migration under document number B-202506-0789 "Internal Approval Request: Critical Project Number ABC12345 - Contract for Assessment Phase of Core System Migration." For the implementation of the subsequent phase of this project, we would like to establish a business contract with Amazon System Development Inc. to continue handling the following work.

Approval Request Details

1. **Contractor:**

Amazon Consultant Inc.

2. **Contract Details:**

Critical Project Number ABC12345 - Requirements Definition Work for Core System Migration

Scope of Work:

- Conducting regular meetings
- Creating and delivering interview reports based on consultations with Sales and Accounting departments
- Creating and delivering a requirements list
- Creating and delivering requirements definition documentation
- Addressing and correcting issues identified in deliverables

3. **Contract Cost:**

Amount: \$180,000 (3 person-months * 6 months)

4. **Contract Period:**

January 1, 2026 to June 30, 2026

5. **Deliverables:**

- Meeting minutes
- Interview reports for Sales and Accounting departments
- Requirements list
- Requirements definition document
- Review issue list

6. **Expected Acceptance Date:**

June 30, 2024

7. **Expected Payment Date:**

July 31, 2026

8. **Cost Allocation Method:**

To be recorded as project expense

9. **Budget Application:**

Budget Number 2025-12345678 Critical Project Number ABC12345

Budget Status:

- Total Budget: \$450,000
- Remaining Balance: \$283,095
- Current Request: \$180,000
- Balance After Execution: \$103,095

10. **Required Documentation:**

Service Agreement (1 set)

11. **Additional Notes:**

None