



FMF SAMPLE PROPOSAL TEMPLATE

Operations Process Review

Proposal for Example Client Co.

Prepared by Sample Advisory Partners (fictional) | Free preview (3 of 13 slides)

Sample only. Names, scope, prices and dates are fictional placeholders.

What this proposal covers and what you receive

The goal

Map how work moves through your operations team today and agree a simpler, measurable process for the next two quarters.

The outcome

A reviewed process map, a prioritized list of changes, and an owner for each change. Targets are set with you, not assumed here.

The investment

A fixed fee for a 10-week engagement, payable in three milestones. Exact amounts are placeholders on slide 9.

Handoffs between teams add delay that is hard to see

Handoffs

Requests pass through email and chat before anyone owns them. Ownership is often unclear for a day or more.

Rework

Approvals happen late, so errors are found after work is finished. The cost of rework is not yet measured.

Visibility

Leaders see status only in weekly meetings. A shared, current view of open work does not exist yet.