Email subject: Initial meeting with SSW and [client name]

Hi XXX,

Thanks for the meeting today. It was great to meet and discuss your requirements. Our current understanding is:

* XXX

I'm very happy to discuss any part of this brief proposal. Feel free to give me a call.

### Estimate

The estimated cost for your specification review is $XXX+GST, based on 2 developers working for XXX x 8 hour days.

### Terms and Conditions

Should this work be accepted, it will be conducted according to our standard Terms & Conditions. These can be viewed at <http://www.ssw.com.au/SSW/Standards/Forms/ConsultingOrderTermsConditions.aspx>.

Please print and sign a copy send it back to me prior to work commencing.

### Relevant work

You can see our XXX page here: XXX

USE AND DELETE - Get this information from <https://app.powerbi.com/groups/456358f7-5b12-46f5-b952-2a37fa9bb5e8/dashboards/e64e5c45-227b-4245-add5-fe137ca7b133/reports/ccff2316-9422-467d-8025-d447097ba6de/ReportSection1>

Other clients we’ve done significant XXX work for in the past year include: XXX

Other recent clients in the XXX sector include: XXX

### Resources

SSW's developers are some of the best in the business, with many Microsoft Certifications, with many Microsoft Certifications, multiple MVPs and even a Microsoft Regional Director.

**Jason Taylor**

Profile: <http://sharepoint.ssw.com.au/AboutUs/Employees/Pages/JasonTaylor.aspx>

Standard Hourly Rate=$285+GST

Prepaid Hourly Rate=$270+GST (minimum 40 hours per resource, subject to prepaid terms)

**Brendan Richards**

Profile: <http://sharepoint.ssw.com.au/AboutUs/Employees/Pages/Brendan.aspx>

Standard Hourly Rate=$285+GST

Prepaid Hourly Rate=$270+GST (minimum 40 hours per resource, subject to prepaid terms)

**Adam Cogan (Architectural planning, 1/2 day per sprint)**

Profile:                 <http://sharepoint.ssw.com.au/AboutUs/Employees/Pages/Adam.aspx>

Standard Hourly Rate=$305+GST

Prepaid Hourly Rate=$290+GST (minimum 40 hours per resource, subject to prepaid terms)

### What is a Specification Review?

Usually, a specification process is done with the client before beginning work on a project, just like you would never build a house without getting an architect to create a plan.

As you might appreciate, it is not realistic to understand the complexity of your system and give you a realistic estimate after a brief meeting. Our experience tells us we will need to spend a few days to obtain and document the requirements from your project’s stakeholders. This will help you turn your ideas into a more detailed roadmap.

The deliverables for the Specification Review depend upon how large the application is and the time we have spent on the review.  You will receive the following:

* Requirement Analysis
  + ​An architectural roadmap recommending technical solutions
  + A breakdown of the required software application into its core components, likely to include the approximate number of main features (e.g. forms, reports, etc.)
  + An integration plan
  + A deployment strategy
  + An MVP (minimum viable product) will be identified, as well as a wish list - requiring the client to set the priorities for the project through defining what is in and out of scope for the MVP
  + A detailed list of 'issues' associated with the existing system which impact future development and maintenance
  + Hardware and licensed software recommendations
  + Mock-ups if required
* Summary Product Backlog ​
  + A list of product backlog items (PBIs) will be broken down based on the Requirements Analysis and the Architectural Design
  + These PBIs will then be estimated
* Ballpark estimates
  + The estimated number of sprints
  + Estimated cost of the project

The deliverables can be presented as either:

* Option a: High level PowerPoint presentation
* Option b: A word document, if required
* Option c: A video presentation

You can find more info on these 3 types at <https://rules.ssw.com.au/spec-do-you-effectively-present-the-outcomes-at-the-specification-review-presentation>

Please note that this is a time and materials engagement so some PBIs may not be completed in the time given. Also, once the work starts, some not-yet identified (but high priority) work may come up.

### Engagement Models

SSW offers both fixed price and time and materials contracts although all specification work is done on a time and materials basis.

* **Time & Materials:** We work to your specification, billing for the number of hours we accrue. The benefit of this type of development is flexibility – you are able to add, remove and reprioritise development tasks during development.
* **Prepaid Time & Materials:**  Time and Materials clients have the option of a prepaid discount – buying blocks of 40 hours *per resource* in advance entitles you to a $15 per hour discount on the hourly rate of each developer. You should see the specific terms on our [Terms & Conditions](http://www.ssw.com.au/ssw/Standards/Forms/ConsultingOrderTermsConditions.aspx).
* **Fixed Price:** Fixed price contracts necessitate having a specification signed off before work commences. This spec can’t be altered, so additional items must wait until the fixed price contract is completed. The benefit of this type of development is that your expenditure is fixed. Fixed price projects are charged at a 20% premium to the project cost based on the standard hourly rates.

### Let’s get started!

Our developers are very comfortable working in other companies’ environments, are all fast learning and will be able to get up to speed quickly and seamlessly to help you.

For your information, here is a description of what is required to allow SSW to help you achieve your goals: <https://rules.ssw.com.au/Rules-To-Better-Product-Owners>

Please give let me know if you have any questions, and I look forward to hearing from you soon.