YOUR
LOGO

**COMPANY NAME**

OPERATIONS CONSULTING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for your operations consulting needs. We help organizations streamline processes, improve efficiency, and enhance productivity across departments.

This proposal outlines how we will support [Client Name] in identifying operational gaps and implementing best-in-class solutions.

# Problem or Opportunity

[Client Name] is facing challenges with process inefficiencies, resource utilization, or workflow bottlenecks. These issues may be impacting costs, delivery times, or employee effectiveness.

# Proposed Solution

We propose a customized operations consulting engagement focused on analyzing current workflows, identifying inefficiencies, and implementing improvements.

Key Benefits:
- Increased operational efficiency
- Cost reduction and productivity gains
- Stronger alignment of people, process, and technology

# Scope of Work

Our operations consulting services include:

- Process mapping and analysis
- Workflow optimization and automation
- Resource allocation and cost analysis
- Performance measurement and KPI setup
- Change management and implementation support

# Timeline

Estimated schedule for assessment, planning, and implementation:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Initial Assessment | Review current operations and KPIs | [Start Date] |
| Process Analysis | Document and analyze workflows | [Date] |
| Solution Design | Recommend and model improvements | [Date] |
| Implementation & Training | Support rollout and training | [Completion Date] |

# Pricing

Estimated fees for the operations consulting engagement:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Operational Assessment | Process mapping and diagnostics | [Amount] |
| Improvement Plan | Workflow redesign and strategy | [Amount] |
| Implementation Support | Training and rollout guidance | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] is a management consulting firm helping businesses improve operational performance and achieve sustainable growth.

- Experience: [X] years in operations strategy and transformation
- Strengths: Lean practices, process design, continuous improvement
- Mission: To help organizations become more agile, efficient, and resilient

# Case Studies / Testimonials

Case Study: [Previous Client Name]

- Project: Workflow optimization for a mid-sized manufacturer
- Outcome: Reduced process cycle time by 40% and improved throughput by 25%

Testimonial:
“[Your Company Name] uncovered inefficiencies we didn’t even know we had—and fixed them fast.” — [Client Name], [Title], [Company]

# Terms and Conditions

Payment Terms: 50% at project start, 50% upon final delivery.
Confidentiality: All data shared during the engagement will be handled securely.
Revisions: Includes one feedback-based update to the implementation plan.

# Acceptance

To proceed with this operations consulting engagement, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client’s Printed Name]
Title: [Client’s Title]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_