YOUR  
LOGO

**COMPANY NAME**

BUSINESS INTELLIGENCE MIGRATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for your business intelligence (BI) migration project. We specialize in migrating BI environments to modern platforms, ensuring seamless data transition, improved performance, and enhanced reporting capabilities.  
  
This proposal outlines our approach to migrating [Client Name]'s BI systems.

# Project Objectives

The primary goals are:  
  
- Migrate existing BI infrastructure to a modern, scalable platform  
- Ensure data integrity, security, and performance during migration  
- Enhance reporting and analytics capabilities  
- Minimize downtime and business disruption

# Proposed Services

Our BI migration services include:  
  
- Current BI environment assessment and gap analysis  
- Migration strategy development and planning  
- Data extraction, transformation, and loading (ETL)  
- BI platform configuration and deployment  
- Dashboard and report migration  
- User training and post-migration support

# Scope of Work

Scope includes:  
  
- Initial consultation to understand business needs and current BI setup  
- Development of migration roadmap and risk mitigation plan  
- Execution of data migration and system configuration  
- Validation of data accuracy and system performance  
- Delivery of training sessions and support documentation

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Planning | Review current BI setup and define migration strategy | [Start Date] |
| Data Migration & ETL | Extract, transform, and load data into new platform | [Date] |
| Configuration & Testing | Configure BI platform and validate data accuracy | [Date] |
| Deployment & Support | Go-live and provide post-migration support | [Completion Date] |

# Pricing

Estimated cost breakdown for business intelligence migration services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Current BI Assessment | Analyze existing BI environment | [Amount] |
| Migration Strategy & Planning | Develop migration roadmap | [Amount] |
| Data Migration & Platform Configuration | Execute ETL processes and configure platform | [Amount] |
| Testing & Validation | Ensure data accuracy and system performance | [Amount] |
| Training & Support | User onboarding and post-migration assistance | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of business intelligence solutions, with expertise in data migration, analytics, and reporting optimization.  
  
- Experience: [X] years in BI systems and data analytics  
- Expertise: BI platform migration, ETL processes, data visualization  
- Mission: To empower businesses with robust and scalable BI solutions that support data-driven decision-making

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: BI migration for a manufacturing firm  
- Outcome: Improved reporting efficiency and reduced infrastructure costs by 30%  
  
Testimonial:  
“[Your Company Name] executed a flawless BI migration, enhancing our analytics capabilities while minimizing business disruption.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes assessment, migration, validation, and support.  
Client Responsibilities: Provide access to existing BI systems and data sources.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this business intelligence migration proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_