YOUR  
LOGO

**COMPANY NAME**

SIX SIGMA IMPLEMENTATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for your Six Sigma implementation initiative. We specialize in driving process improvement and operational excellence through proven Six Sigma methodologies.  
  
This proposal outlines our approach to implementing a Six Sigma program for [Client Name].

# Project Objectives

The primary goals are:  
  
- Improve process efficiency and reduce variability  
- Enhance product/service quality and customer satisfaction  
- Identify and eliminate sources of defects and waste  
- Build internal Six Sigma capability through training and coaching

# Proposed Services

Our Six Sigma implementation services include:  
  
- Process analysis and baseline assessment  
- Project identification and prioritization  
- DMAIC (Define, Measure, Analyze, Improve, Control) methodology application  
- Lean Six Sigma tools and techniques training  
- Project execution support and mentoring  
- Performance measurement and continuous improvement planning

# Scope of Work

Scope includes:  
  
- Initial assessment to identify high-impact improvement areas  
- Training sessions for Six Sigma Yellow, Green, or Black Belts  
- Facilitation of improvement projects using Six Sigma methodologies  
- Development of control plans to sustain improvements  
- Reporting and recommendations for long-term process excellence

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Planning | Conduct initial process assessment and identify projects | [Start Date] |
| Training & Capacity Building | Deliver Six Sigma training to project teams | [Date] |
| Project Execution & Support | Facilitate improvement projects using DMAIC | [Date] |
| Sustainability & Reporting | Develop control plans and provide final recommendations | [Completion Date] |

# Pricing

Estimated cost breakdown for Six Sigma implementation services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Process Assessment & Project Identification | Analyze current processes and select projects | [Amount] |
| Six Sigma Training | Conduct Yellow, Green, or Black Belt training sessions | [Amount] |
| Project Facilitation & Mentoring | Support project execution and problem-solving | [Amount] |
| Control Planning & Advisory | Develop sustainability measures and continuous improvement plans | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a recognized leader in process improvement and Six Sigma consulting.  
  
- Experience: [X] years in Lean Six Sigma implementations  
- Expertise: DMAIC methodology, process optimization, cost reduction  
- Mission: To drive operational excellence and deliver measurable business results through Six Sigma practices

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Six Sigma implementation for a manufacturing company  
- Outcome: Reduced process defects by 30% and achieved $500K in annual cost savings  
  
Testimonial:  
“[Your Company Name] provided expert guidance and hands-on support that significantly improved our process performance.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes assessment, training, project facilitation, and advisory.  
Client Responsibilities: Provide access to data, facilities, and internal teams.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this Six Sigma implementation proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_