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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_