

# Sample Proposal

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## 1.0 Document Usage

This document is intended as a sample proposal for a project. This is primarily to show the kind of items typically covered in a proposal from RB Consulting, the documentation style, and to give an idea of what to expect in a proposal. The content of this sample (including estimates and assumptions) is purely for show and not intended to be taken as a form of proposal from us.

This section typically lays out the high level goal of the project in a sort of executive summary. This describes how the project will be broken up and the target audience for the document. In this case the sample application will be broken into a front end/GUI, a database, reporting, and documentation.

Each section will contain a text description followed by bulleted points to highlight the key points addressed in the text.



## 2.0 GUI

### 2.1 Overview

Each section will start with an overview to help the reader understand the features that will be covered in that section. For ease of use this is generally followed by a bulleted list of pieces that make up the section. In this case we will just break down a standard GUI as such:

- General Forms
- Menu Items
- Context Help
- Special controls

### 2.2 General Forms

The application will include a main form and menu as well as forms for data entry, reports, and administration.

This gives us the following forms:

- Main Form
- Report Viewer
- Administration Options
- Data Entry

### 2.3 Menu Items

The menu system will .

- User Logs into their account
- User can select balance inquiry option
- User can review their transactions
- User can pay on their current balance
- User can logout or close the browser to end the session

### 2.4 Context Help

All payments will be processed through the payment processor. This portion of the project will only involve sending transactions and verifying they have been received. Reports regarding the transactions are covered in the database section.

- Payment processing details will conform to those required by users of the the payment processor service.
- Transaction data will be saved before sending the transaction in order to allow failed transmissions to be resent at a later time.



- The period of time before attempting to re-send transactions needs to be determined (hourly should suffice) and the number of failed attempts that will allowed before notifying someone of a failed transmission will need to be determined (3 is typical)



## **3.0 Link to Quickbooks**

### **3.1 Overview**

Quickbooks is used as the main accounting package so all of the transactions handled by the web application also need to be moved to a Quickbooks database. The exact implementation of this will depend on whether the on-line version of Quickbooks is used or the standard version and additional effort may be required to move transactions off to the internal Quickbooks application at the client site.

- All financial Web transactions will be sent to Quickbooks
- A Quickbooks license will need to be purchased
- The Quickbook version will need to be determined

### **3.2 Updates**

The exact functionality of the updates to Quickbooks will depend upon some of the other sections being implemented. The most basic of functionality will at least include the ability to send information about all transactions sent to the payment processor into Quickbooks as well. This will include the ability to create an account id (Candidate ID) that will tie to the customer and to update the balance in that account. Accounts cannot be removed from the web.

- Balance updates will be sent to Quicken just as new transactions are.



## 4.0 Database Updates

### 4.1 Overview

The database portion involves updates to the Filemaker pro database and/or additional forms available on the web site to report on information in the database. This again has two main sections of functionality. The first section is the ability to check for confirmation emails from the payment processor and load them into the database. The second section of data involves the ability to search the database for records based on transaction number or transactions by customer.

- Import data from confirmation emails
- Update searches to allow search by transaction numbers
- Allow for a search of transactions by customer

### 4.2 Import Confirmation Information

This functionality is currently supported, but is not reliable. This means that database changes are unlikely for this piece of functionality and there will just need to be a process that checks the email address and pulls down the confirmation information. This can be a stand alone process so it will not require any of the existing web application and can operate complete outside of the web including on another machine. The exact placement of this application will depend upon whether or not Quickbooks integration is required and the details of that section of the project. Integration with Quickbooks can be added on to this feature at a later time as well as in the first implementation. This functionality will also include the ability to retrieve a report of transactions that have been received by the payment processor.

- We need to check the email account confirmations are sent to
- Email account will be addressed hourly
- Each check will retrieve data for each email in the account and load the data into the Filemaker database
- A report can be generated from the payment processor listing the transactions over a given period of time.

### 4.3 Search Functionality

The search functionality can either be done via the web or via reports inside of the Filemaker Pro application. In either case the user will have minimal parameters to provide and they will then be presented with a report that they can print out to a hard copy. The exact search parameters will be based on more specific user requirements as the reports are developed.

- Search can be constrained by date ranges
- Search will be built in Filemaker Pro



## 5.0 Web Forms

### 5.1 Overview

There are only a couple of forms at this time that need to be added to the application. The first form captures the data required for the user to submit a payment and processes the payment. The second form captures the data required for the user to submit an application for the certification test.

- Process Payment Form
- Application Submission Form
- Add disclaimer text where needed
- Change forms to go to a new email address

### 5.2 Payment Processing

The data that needs to be captured by the payment processing form will include the data tracked by the client and any additional data required by the payment processor. All of this data will also be stored in the Filemaker database in order to allow the recreation of any transaction should the transaction initially fail.

- Form data will be stored in the database before the transaction is sent
- The form will capture client data and the data required by the payment processor

### 5.3 Test Application

The Application form for certification testing will capture all of the data required on the standard form and store the information in the database. Functionality that will allow completed application forms to be printed out will be added as requirements are refined and the need for such functionality is determined.

- We will provide an on-line application form for certification tests
- The form data will be stored in the database
- There will be a report for viewing applications received



## 6.0 Schedule and Cost

### 6.1 Overview

There are four main areas at this time: Automated Invoicing, Link to Quickbooks, Database Updates and Web Forms. The automated payment processing with the payment processor time and cost is included with the automated invoicing estimates. All estimates include time for testing in a stand alone environment, but time will be needed in the production environment or one similar in order to system test. This system testing will be required for each release and will take roughly two weeks initially while the environment is setup or configured and then about a week for future releases depending upon the amount of functionality in the release.

- Estimates are by area
- There will also be a system testing component based on the items desired for a release
- There will be a one time testing environment setup requirement
- Releases will be performed at times that minimize the site downtime

### 6.2 Time by area

See the table below. Details about the estimate will be added here as they become available. Each additional option can be added with a slight decrease in elapsed time due to some shared tasks among project pieces. A more detailed schedule and estimate can be provided once the desired pieces have been decided upon. The time to completion can be cut down some at a slight increase in cost if required.

- Estimates are in table below
- Time to delivery can be improved at a higher cost
- Actual milestones and a schedule will be provided once the decision has been made on which sections to include
- Time to delivery will be less than the sum of the parts

### 6.3 Cost by area

See the table below. Details about the estimate will be added here as they become available.

- Estimates are in table below
- Adjustments may be required if functionality is added to or removed from the requirements
- Elapsed time can be cut by 50% by adding 125% to the costs
- Elapsed time can be cut by 40% by doubling the costs
- Elapsed time can be cut by 20% by adding 50% to the costs
- System test and setup elapsed time cannot be reduced and costs remain the same

### 6.4 Total Estimates



The following table summarizes the costs involved in the project pieces covered in this document:

Group	Elapsed Time	Monetary Cost
Automated Invoicing	3 weeks	\$1,250.00
Link to Quickbooks	2 weeks	\$750.00
Database Updates	2 weeks	\$750.00
Web Forms	1 week	\$600.00
Test Environment/System test	1 week + ½ week per section included	\$500 + \$250 per section
Total	9 - 11 weeks	\$3,750.00

