Trustworthy AI code

«Project name»

PROPOSAL FOR «CLIENT NAME»

«One sentence describing the outcome the client needs and how this engagement will achieve it.»

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The opportunity

«Describe the current situation in the client's own terms. State the problem, why it matters now, and the practical constraints. Keep this to one short paragraph.»

The proposed outcome

«Describe what will be different when the work is complete. Use a concrete operational outcome rather than a list of technologies.»

- **«Outcome one»** — «The improvement and how it will be measured.»
- **«Outcome two»** — «The capability the client will gain.»
- **«Outcome three»** — «The evidence needed to accept delivery.»

At a glance

Engagement	Outline
Scope	«One-sentence scope»
Duration	«Number of weeks or agreed dates»
Investment	«Currency and amount; VAT treatment»
Next step	«Decision or meeting needed to begin»

Scope and delivery

What we will deliver

Deliverable	Acceptance evidence
«Discovery and design»	«Agreed requirements and a reviewed implementation plan»
«Working implementation»	«Demonstrated workflows and agreed checks passed»
«Handover»	«Documentation, ownership and operating responsibilities agreed»

How the work will run

Stage	Focus	Decision point
01 · Define	«Confirm needs and constraints»	«Approve scope»
02 · Build	«Deliver and review working increments»	«Review evidence»
03 · Handover	«Validate and transfer ownership»	«Accept delivery»

Your team's involvement

«Name the client sponsor, working team and expected availability. Specify the access, information and review turnaround needed to keep delivery moving.»

Boundaries and dependencies

- **Included:** «The activities and systems this proposal covers.»
- **Not included:** «Explicit exclusions and optional follow-on work.»
- **Dependencies:** «Access, third parties and decisions required from others.»
- **Changes:** «How scope or schedule changes will be assessed and agreed.»

Investment and next steps

Commercial summary

Item	Basis	Amount
«Core engagement»	«Fixed fee or time basis»	«Currency 0,000»
«Optional work»	«Separately approved»	«Currency 0,000»
Total for agreed scope	**«VAT treatment»**	**«Currency 0,000»**

«State the payment schedule, treatment of expenses, any third-party costs and the period for which this proposal remains valid.»

Working arrangements

«Identify the applicable agreement and the agreed treatment of confidentiality, data handling, intellectual property, third-party materials and support. Insert engagement-specific wording before issue.»

Next steps

1. «Confirm scope, deliverables and the commercial basis.»
2. «Complete the applicable agreement and name the project owners.»
3. «Agree a start date and schedule the first working session.»

Contact

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