

# Lean IT Support Proposal

Prepared for: [Client Organization]

Prepared by: [Your Company Name]

Date: [MM/DD/YYYY]

## 1. Executive Summary

[Brief overview of the proposal, objectives, and key outcomes.]

## 2. Current State Assessment

[Summary of existing IT support processes, pain points, and improvement opportunities.]

## 3. Proposed Lean IT Support Approach

- [Lean IT Support principle 1: e.g., Value Stream Mapping]
- [Lean IT Support principle 2: e.g., Waste Elimination]
- [Lean IT Support principle 3: e.g., Continuous Improvement (Kaizen)]
- ...

## 4. Implementation Plan

Phase	Activities	Timeline	Owner
[Phase 1]	[Key Activities]	[Duration]	[Responsible]
[Phase 2]	[Key Activities]	[Duration]	[Responsible]

## 5. Expected Benefits

- [Benefit 1: e.g., Reduced Resolution Time]
- [Benefit 2: e.g., Improved Customer Satisfaction]
- [Benefit 3: e.g., Cost Optimization]
- ...

## 6. Cost Estimate

[Summary of projected costs and pricing structure.]

## 7. Terms & Conditions

[Key terms, scope boundaries, and agreement details.]

---

Authorized Signature (Client)

Authorized Signature (Provider)