

May 18, 2024

Dear :

Thank you for the opportunity to present this project plan outlining the costs and responsibilities associated with performing a comprehensive Artificial Intelligence (AI) Needs Assessment for your business. The purpose of this letter is to set forth the objectives of the proposed engagement and assign responsibilities for their completion.

## **Background**

Our firm has developed a comprehensive service to assess your AI strategies. This assessment will present a clear picture of your short- and long-term needs and recommend next steps. The primary focus of this plan is to evaluate your current key business processes and boost innovation, long-term value projects, and revenue and cost improvements.

Our process will focus on five key areas:

1. Understanding your business goals and challenges
2. Reviewing existing processes and data infrastructure
3. Highlighting high-value areas for AI integration
4. Evaluating technical and economic feasibility
5. Creating a roadmap for AI implementation

## **PURPOSE AND SCOPE**

The purpose of this engagement is to assist your personnel in evaluating your current infrastructure and strategies and present a plan that you can use for implementation. We will provide you with the following services:

1. Document, evaluate, and assess your current key business processes.
2. Interview key personnel or external stakeholders to understand their critical insights.
3. Assess the company's adaptability and readiness for change and innovation.
4. Help you set goals to reduce costs, simplify processes, increase revenues, and improve capital requirements.
5. Establish a formal structure for transforming existing systems and processes to new ways of working.

6. Complete a technology survey and help you determine new technology requirements.
7. Identify critical talent and institutional expertise.
8. Recommend no-regret initiatives that can be launched quickly and generate results.
9. Ensure executive team alignment and commitment and adopt a self-improving culture.
10. Formalize all results and findings in written reports, including a sustainability plan.

#### **CLIENT RESPONSIBILITIES**

Our purpose in this engagement is to assist you. You and your personnel will thus need to fulfill the responsibilities of sharing information throughout the process, which include (but are not limited to) the following:

1. Appoint a company project manager to oversee and coordinate the project. This manager will ensure that agreed-upon timelines and due dates are followed and report any delays due to unforeseen problems or changing priorities.
2. Provide access to your computing environment, including user or administrator rights as needed. You will also make available any appropriate resources so that each engagement step can be completed in a timely manner.
3. Complete the tasks required to produce a timely report. This includes scheduling the time for training and testing, performing the testing and training tasks, and asking questions whenever you are unsure.
4. Ensure the accuracy of the content information in the system. It is essential that the project includes access to all data. The assessment will also evaluate that the data is complete and accurate and identify areas where data requirements need improvement.
5. Develop procedures to supplement those in the automated system, as appropriate for this engagement. You must take responsibility for following these procedures on a continuing basis, as documentation is crucial when system failures occur. All users should exhibit a willingness to ask questions and volunteer suggestions as they relate to the project.
6. Comply with agreed-upon standards for security to ensure all content cannot be accessed by unauthorized or external users unless specifically approved by an administrator or designated user.
7. Understand that our ability to assist and deliver quality results is dependent on our access and permissions in the company's environment. If we are unable to perform our responsibilities under this agreement due to lack of access, you agree to arrange a meeting with the IT department to discuss these limitations to find a suitable workaround acceptable within the company's policies and procedures.

### **TIMING AND FEES**

Don DeCarlo will assume project manager responsibility for this engagement and will be assisted by other members of our consulting staff as needed. We will begin work on this engagement after we receive a signed engagement letter and the initial payment.

We agree to fix our fee for the services under this agreement at \$5,000. We require the fixed fee payment with the signing of this letter.

If we should be required to travel overnight as requested by you this may require out-of-pocket expenses which are billed in addition to the fees incurred. Our payment terms are due on receipt for any invoices that we submit.

While we make every effort to ensure that we recommend the most appropriate software, we cannot be held responsible for information that the manufacturer or vendor does not reveal.

If these terms are acceptable to you, and the services outlined are in accordance with your requirements, please sign below and include the fee payment of \$5,000.

We look forward to the opportunity to provide these services to you. Should you have any questions, please call me at your convenience.

Very truly yours,

*Don DeCarlo*

Don DeCarlo  
President

Accepted:

We have read and agree with the arrangements contained in this letter.

By \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_