



GAP ANALYSIS AND RECOMMENDATIONS

prepared for:

<< insert company logo >>

prepared by:

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Gap Analysis and Recommendations

Background

<< provide background information regarding why NWCR was brought into conduct the assessment and provide specific dates and employees from the client and NWCR that were present at the kick off meeting. Basically how did this Proposal come to be? >>

Goals

During the meeting on << date >>, the following initiatives were detailed to NWCR regarding << client company name >> strategic plans for the coming year:

- << goal 1 >>

Gap Analysis and Recommendations

Summary of Findings

A gap analysis was conducted which produced the following results:

Communications Infrastructure	Red
Network Infrastructure	Yellow
Server Infrastructure	Gray
Wiring	Yellow
Desktops/Laptops	Yellow
IT Closet	Green
Phone Systems	Green
Backup and Disaster Recovery	Gray
User Experience with the network	Yellow

Red = Needs Immediate Attention, Yellow = Needs Attention Soon, Green = Sufficient, Blue = Excellent, Gray = Not Evaluated

The following diagram depicts the current network setup:

<< insert current network diagram >>

Gap Analysis and Recommendations

Based on our findings, NWCR recommends that << client company name >> consider the following projects within the next << time frame to implementation >> in order to stabilize, optimize, and secure the network:

<< Project Name >> (Communication Infrastructure)

Key Benefits

- << benefit 1 in terms of visible results that the Client can identify on the network >>
- Example: Internet line redundancy to keep cloud applications up and running
- List out the loss of productivity costs or overall cost reduction that may be realized

Scope

- Project Management and Supervision
- << work phases >> - Brain storm at first and just write out the logical steps, go back and revise
- Talk to experts in the field to make sure you have not forgotten any critical step
- Documentation update

Approximate Required Investment(s):

- Hardware: TBD
- Software/Licensing: None
- Labor: \$000.00 (# hours @ \$000.00/hour – after hours rate)

<< Client Company Name >> approves this project: YES NO Initials: _____

Gap Analysis and Recommendations

The following diagram depicts the state of the network after the projects have been completed:

<< Insert visio diagram after all projects proposed have been implemented >>

<< Client company name >> will experience enhanced network connectivity, performance, and fewer issues after these projects have been implemented. << summarize the benefits obtained by standardizing the network >>

Gap Analysis and Recommendations

Proposal Approval

<< Client Company Name >> (Client) understands/agrees to the projects and each scope of work as described within this document as indicated and the project billing terms (as set forth in this document). Furthermore, the Client authorizes Net Works Consulting Resources, Inc. to begin work on the project (as outlined within this document) as is attested to by the signatures below:

I, on behalf of Client, have signing authority and approve the project as described and any project addendums indicated as accepted within this document.

<< Client Company Name >>

_____ Date: _____

Name (Please Print) _____

Title (Please Print) _____

Net Works Consulting Resources, Inc.

_____ Date: _____

Matthew Kaseeska

Managing Partner

Gap Analysis and Recommendations

Contact Information

Net Works Consulting Resources, Inc. (Net Works) is an integrated technical solutions provider serving businesses throughout the Greater Chicagoland area. Built on a foundation of fairness, honesty, and an underlying principle of “Keep it Simple”, Net Works practices a willingness to sacrifice short-term gains in exchange for long-term business relationships with a specific concentration on delivering peace of mind. Founded in 1997, Net Works has grown to provide an array of integrated technical solutions to all levels of businesses. As a trusted advisor, our purpose is to enable our clients to realize the benefits of technology through common sense consulting. We value adhering to the golden rule, believe in maintaining a work-life balance, and strive to provide consistency in everything we do. Our high client retention speaks volumes about our responsible, knowledgeable, and customer friendly support team. For more information about Net Works, please feel free to contact us at either of our two locations.

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