

Your project brief

Describe the people, the problem, and the result you need.

Client or organization

Project name

Who needs help and what is hard today

Save a copy after filling it. Do not enter passwords or private customer data. These forms prepare decisions; they do not replace a signed quote.

Your project brief

Describe the people, the problem, and the result you need.

What result would make the project useful

The three most important tasks

What can wait and what is outside the first release

Save a copy after filling it. Do not enter passwords or private customer data. These forms prepare decisions; they do not replace a signed quote.

Your project brief

Describe the people, the problem, and the result you need.

Budget now and per month

Target date and why it matters

Save a copy after filling it. Do not enter passwords or private customer data. These forms prepare decisions; they do not replace a signed quote.

Choose who does the work

Choose Buy now, Client, Other provider, or Defer. For unfinished work, name an owner and due date.

S01 / Discovery

\$600 sample

Estimated completion: 6-9 business days

Who does it?

Owner and due date

Choose

S02 / Requirements and scope

\$800 sample

Estimated completion: 6-9 business days

Who does it?

Owner and due date

Choose

S03 / Screen design

\$1,200 sample

Estimated completion: 7-12 business days

Who does it?

Owner and due date

Choose

Illustrative estimates only - not a quote. Actual price and dates are confirmed in writing.

Package services should say Buy now. Count their price only in the package total. Monthly services are separate.

Choose who does the work

Choose Buy now, Client, Other provider, or Defer. For unfinished work, name an owner and due date.

S04 / Clickable prototype

\$600 sample

Estimated completion: 5-8 business days

Who does it?

Owner and due date

Choose

S05 / Development

\$6,000 sample

Estimated completion: 14-25 business days

Who does it?

Owner and due date

Choose

S06 / Architecture workshop

\$600 sample

Estimated completion: 6-9 business days

Who does it?

Owner and due date

Choose

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Package services should say Buy now. Count their price only in the package total. Monthly services are separate.

Choose who does the work

Choose Buy now, Client, Other provider, or Defer. For unfinished work, name an owner and due date.

S07 / Data migration

\$800 sample

Estimated completion: 6-10 business days

Who does it?

Owner and due date

Choose

S08 / One integration

\$1,000 sample

Estimated completion: 7-12 business days

Who does it?

Owner and due date

Choose

S09 / Feature testing

\$2,000 sample

Estimated completion: 8-12 business days

Who does it?

Owner and due date

Choose

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Package services should say Buy now. Count their price only in the package total. Monthly services are separate.

Choose who does the work

Choose Buy now, Client, Other provider, or Defer. For unfinished work, name an owner and due date.

S10 / Release QA review

\$800 sample	Estimated completion: 6-9 business days
Who does it?	Owner and due date
Choose	

S11 / Acceptance facilitation

\$400 sample	Estimated completion: 5-8 business days
Who does it?	Owner and due date
Choose	

S12 / Scoped security review

\$1,000 sample	Estimated completion: 7-10 business days
Who does it?	Owner and due date
Choose	

Illustrative estimates only - not a quote. Actual price and dates are confirmed in writing.

Package services should say Buy now. Count their price only in the package total. Monthly services are separate.

Choose who does the work

Choose Buy now, Client, Other provider, or Defer. For unfinished work, name an owner and due date.

S13 / Accessibility review

\$800 sample

Estimated completion: 6-10 business days

Who does it?

Owner and due date

Choose

S14 / Load testing

\$800 sample

Estimated completion: 6-9 business days

Who does it?

Owner and due date

Choose

S15 / Launch service

\$600 sample

Estimated completion: 5-8 business days

Who does it?

Owner and due date

Choose

Illustrative estimates only - not a quote. Actual price and dates are confirmed in writing.

Package services should say Buy now. Count their price only in the package total. Monthly services are separate.

Choose who does the work

Choose Buy now, Client, Other provider, or Defer. For unfinished work, name an owner and due date.

S16 / Operations handoff notes

\$600 sample

Estimated completion: 6-9 business days

Who does it?	Owner and due date
Choose	

S17 / User guide

\$800 sample

Estimated completion: 6-10 business days

Who does it?	Owner and due date
Choose	

S18 / Live training

\$600 sample

Estimated completion: 7-12 business days

Who does it?	Owner and due date
Choose	

Illustrative estimates only - not a quote. Actual price and dates are confirmed in writing.

Package services should say Buy now. Count their price only in the package total. Monthly services are separate.

Choose who does the work

Choose Buy now, Client, Other provider, or Defer. For unfinished work, name an owner and due date.

S19 / Monthly support

\$500 sample/month

Estimated activation: 5-8 business days

Who does it?

Choose

Owner and due date

S20 / Monitoring setup

\$400 sample

Estimated completion: 5-8 business days

Who does it?

Choose

Owner and due date

S21 / Recovery exercise

\$600 sample

Estimated completion: 6-9 business days

Who does it?

Choose

Owner and due date

Illustrative estimates only - not a quote. Actual price and dates are confirmed in writing.

Package services should say Buy now. Count their price only in the package total. Monthly services are separate.

Choose who does the work

Choose Buy now, Client, Other provider, or Defer. For unfinished work, name an owner and due date.

S22 / Independent security assessment

\$2,000 sample

Estimated completion: 9-15 business days

Who does it?

Choose

Owner and due date

S23 / Change assessment

\$200 sample

Estimated completion: 5-7 business days

Who does it?

Choose

Owner and due date

S24 / Monthly improvement planning

\$300 sample/month

Estimated activation: 5-8 business days

Who does it?

Choose

Owner and due date

Illustrative estimates only - not a quote. Actual price and dates are confirmed in writing.

Package services should say Buy now. Count their price only in the package total. Monthly services are separate.

Scope and money

Record the proposed purchase. This PDF does not calculate totals.

Delivery level or individual services

Scope version and included service IDs

Exclusions and intended use

One-time total = base + extras - credits + approved changes. Count package items once. Keep monthly bills, outside fees, tax, and reserve separate.

Scope and money

Record the proposed purchase. This PDF does not calculate totals.

Base or selected lines

Extra services

Agreed credits

One-time total = base + extras - credits + approved changes. Count package items once. Keep monthly bills, outside fees, tax, and reserve separate.

Scope and money

Record the proposed purchase. This PDF does not calculate totals.

Approved changes

One-time total

Monthly total

One-time total = base + extras - credits + approved changes. Count package items once. Keep monthly bills, outside fees, tax, and reserve separate.

Scope and money

Record the proposed purchase. This PDF does not calculate totals.

Outside fees tax and reserve listed separately

Quote reviewer and date

Decision maker and payer

One-time total = base + extras - credits + approved changes. Count package items once. Keep monthly bills, outside fees, tax, and reserve separate.

Change order record

Record the impact and price before approval. Do not start changed work until written approval is recorded.

Change ID and current scope version

Requester and date

Request and reason

A typed name is a decision record, not a digital signature. Follow the approval method in your agreement. Record the updated scope after approval.

Change order record

Record the impact and price before approval. Do not start changed work until written approval is recorded.

Deliverables affected and exclusions

Work estimate rate and total including credits

Revised project total

A typed name is a decision record, not a digital signature. Follow the approval method in your agreement. Record the updated scope after approval.

Change order record

Record the impact and price before approval. Do not start changed work until written approval is recorded.

Revised dates and delay impact

Checks acceptance tasks and handoff updates

Approve decline swap or defer

A typed name is a decision record, not a digital signature. Follow the approval method in your agreement. Record the updated scope after approval.

Change order record

Record the impact and price before approval. Do not start changed work until written approval is recorded.

Approver date and written approval reference

A typed name is a decision record, not a digital signature. Follow the approval method in your agreement. Record the updated scope after approval.

Client acceptance

Try the agreed tasks. Record pass, fail, or blocked, and enough detail to repeat an issue.

Build and scope versions

Reviewer and review date

Acceptance checks the agreed scope. Public launch is a separate decision. Failed access, data-loss, or core-task checks remain launch blockers.

Client acceptance

Try the agreed tasks. Record pass, fail, or blocked, and enough detail to repeat an issue.

Task 1 - Task ID steps expected and actual result

--

Task 1 - Pass fail blocked

--

Acceptance checks the agreed scope. Public launch is a separate decision. Failed access, data-loss, or core-task checks remain launch blockers.

Client acceptance

Try the agreed tasks. Record pass, fail, or blocked, and enough detail to repeat an issue.

Task 2 - Task ID steps expected and actual result

--

Task 2 - Pass fail blocked

--

Acceptance checks the agreed scope. Public launch is a separate decision. Failed access, data-loss, or core-task checks remain launch blockers.

Client acceptance

Try the agreed tasks. Record pass, fail, or blocked, and enough detail to repeat an issue.

Task 3 - Task ID steps expected and actual result

--

Task 3 - Pass fail blocked

--

Acceptance checks the agreed scope. Public launch is a separate decision. Failed access, data-loss, or core-task checks remain launch blockers.

Client acceptance

Try the agreed tasks. Record pass, fail, or blocked, and enough detail to repeat an issue.

Open issue IDs severity owners and fix dates

--

Accept fix or accept with named minor issues

--

Decision maker date and evidence reference

--

Acceptance checks the agreed scope. Public launch is a separate decision. Failed access, data-loss, or core-task checks remain launch blockers.

Launch and handoff

Name an owner and evidence for each item. If a required item is missing, hold the release.

Release version and intended launch date

Required test QA security and acceptance evidence

Files accounts code rights and licenses received

Confirm the recipient can open the files and use the accounts. Keep credentials out of this workbook. Keep the accepted version and decision together.

Launch and handoff

Name an owner and evidence for each item. If a required item is missing, hold the release.

Data move totals or not applicable

Backup restore and rollback evidence

Support contact hours and alert owner

Confirm the recipient can open the files and use the accounts. Keep credentials out of this workbook. Keep the accepted version and decision together.

Launch and handoff

Name an owner and evidence for each item. If a required item is missing, hold the release.

Open issues owners and next review dates

GO or HOLD with reason

Decision maker and date

Confirm the recipient can open the files and use the accounts. Keep credentials out of this workbook. Keep the accepted version and decision together.

Service timing, at a glance

Services 1-12 of 24. Sample USD prices. Estimated business days after kickoff.

SERVICE	SAMPLE PRICE	ESTIMATED RANGE
S01 Discovery	\$600	6-9 days
S02 Requirements and scope	\$800	6-9 days
S03 Screen design	\$1,200	7-12 days
S04 Clickable prototype	\$600	5-8 days
S05 Development	\$6,000	14-25 days
S06 Architecture workshop	\$600	6-9 days
S07 Data migration	\$800	6-10 days
S08 One integration	\$1,000	7-12 days
S09 Feature testing	\$2,000	8-12 days
S10 Release QA review	\$800	6-9 days
S11 Acceptance facilitation	\$400	5-8 days
S12 Scoped security review	\$1,000	7-10 days

Illustrative estimates only - not a quote. Actual cost and dates are confirmed in writing. The four-to-five-day allowance is already included. Do not add buffered service ranges together for a delivery level.

Service timing, at a glance

Services 13-24 of 24. Sample USD prices. Estimated business days after kickoff.

SERVICE	SAMPLE PRICE	ESTIMATED RANGE
S13 Accessibility review	\$800	6-10 days
S14 Load testing	\$800	6-9 days
S15 Launch service	\$600	5-8 days
S16 Operations handoff notes	\$600	6-9 days
S17 User guide	\$800	6-10 days
S18 Live training	\$600	7-12 days
S19 Monthly support	\$500/mo	5-8 to activate*
S20 Monitoring setup	\$400	5-8 days
S21 Recovery exercise	\$600	6-9 days
S22 Independent security assessment	\$2,000	9-15 days
S23 Change assessment	\$200	5-7 days
S24 Monthly improvement planning	\$300/mo	5-8 to activate*

Illustrative estimates only - not a quote. Actual cost and dates are confirmed in writing. The four-to-five-day allowance is already included. *Monthly ranges cover activation; ongoing work follows the monthly agreement.

Choose the finish line

The same four delivery levels, with planning time beside each sample price.

Raw Code Handoff Estimated completion: 14-25 business days	\$6,000 sample USD
Working Pilot Estimated completion: 24-43 business days	\$11,000 sample USD
Launch Ready Estimated completion: 30-53 business days	\$14,000 sample USD
Guided Launch Estimated completion: 33-59 business days	\$15,400 sample USD

Illustrative estimates only - not a quote. Prices, work hours, and completion ranges are examples for planning purposes and may not reflect your project's actual cost or delivery time. Final pricing, scope, and schedule are determined after reviewing your requirements and are confirmed in a written project quote. Estimated completion ranges are not guaranteed delivery dates.

How to use these ranges

One consistent estimate model for the website, guides, and planning conversations.

Start with the same assumptions

Count business days after kickoff and after required materials, access, and prerequisite work are ready. Weekends and agreed holidays are excluded. The model uses the existing small-app scope and about 3-6 focused work hours per day. Client or provider waiting can extend the range.

Count the allowance once

Each displayed range already adds four business days to the low end and five to the high end. Delivery levels allow overlapping preparation and review. Extra services need a combined schedule. Monthly ranges are activation estimates; monthly hours, prices, and response terms stay separate.

Keep the decision in writing

Use the portal conversation category, document version, and Next steps owner. Request a meeting; business approval unlocks optional calendar booking. Times appear in your selected local zone. A message or recap does not approve new scope, cost, or dates.

Industry-informed inferences, not universal averages or delivery guarantees. Research: thoughtbot design sprints; Nielsen Norman Group usability studies; Atlassian estimation; GOV.UK discovery. Scope and source notes: successmarktrading.com/services.

Your delivery estimate

Record one combined schedule for the selected scope. This worksheet does not calculate dates.

Copy the displayed range with the 4-5-business-day allowance already included. Do not add it again or sum buffered service ranges. Extra services need a combined schedule; monthly ranges cover activation only.

Delivery level or service IDs and scope version

Combined completion range in business days, allowance included

Agreed kickoff / start	Earliest completion	Latest completion

Required inputs, review dates, dependencies and owners

Approved timing changes or revised range

Schedule reviewer, review date and written quote reference