



Equinox Consulting Limited

Project Management Service

[Client Name]



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1.Document History

1.1. Revision History

Revision date	Author	Version	Summary of Changes

1.2. Distribution

This document has additionally been distributed to:

Name	Title	Date of Issue

2. Purpose

[Client name] has requested that Equinox Consulting Limited (Equinox) provide a Project Management Service in respect of the management of [enter project name] on their ERP system, Unit4 ERP.

This document will outline the basis of the package and will form the service definition document for Equinox to carry out these services.

3. Background

[Enter background relevant to the specific client]

4. Services Included

The service included within the Project Management Service will be in respect of the specific project requested by [Client Name] in respect of the [enter project name].

4.1. Project Management Service

Equinox will be responsible for the project management of [enter project name] for [Client Name] and will provide a PRINCE2 (or equivalent) qualified Project Manager to assist with this task.

This service will provide [Client Name] with clarity giving clear and organised planning and improved collaboration within the Project Team and wider user base. Equinox will define clear milestones during the preparation of a project plan, which we will work with [Client Name] to agree this, and then provide access to Equinox's project management software so that all parties can track progress, see time booked and get a live view of the health of any Equinox project live. We at Equinox believe that it is our responsibility to be transparent with our clients, which makes for a better working partnership with the clients.

All Project meetings will be organised and prepared by the Equinox Project Manager, and all contact with stakeholders required will be upheld. All project logs such as the risk register, issues log and any other agreed tracking will be available for review at any given time. Regular reviews on the progress of the project will be scheduled and any stand ups, or project meetings accommodated within this service.

At Equinox we focus on quality control, scope control, on-time delivery, and cost management, which ensures effective delivery of any project or IT transformation.

Quick escalation of any issues and resource issues will ensure that the project stays on track and within budget. We will provide [Client Name] with all the relevant project information.

If there are any significant changes to the agreed project plan or scope, then a review of the required level of effort will need to be carried out. Equinox will always do its best to ensure there is never a requirement for additional days, unless there is a change in scope, or inaction on issues raised.

5. Additional Service Available

Any additional services needed can be obtained whenever needed and subject to the availability of the correct resource, these can be brought on within a few days should this be necessary, based on the standard rate card provided below :

- Additional development resource
- Project Management
- Training videos and documentation
- Out of hours support (outside of that offered within the standard fee)

Future demand for services will be regularly reviewed in the monthly service management meeting and should there be a necessity for increased services [Client Name] will need to arrange a purchase for the additional services required.

Additional service can be purchased as per the following standard rate card:

Level	Day Rate**
1. Follow	500.00
2. Assist	575.00
3. Apply	650.00
4. Enable	725.00
5. Ensure, advise	800.00
6. Initiate, influence	895.00
7. Set strategy, inspire, mobilise	985.00

Standards for consultancy day rate cards

- **Consultant's working day:** 8 hours exclusive of travel and lunch
- **Working week:** Monday to Friday excluding national holidays
- **Office hours:** 9:00am to 5:00pm Monday to Friday
- **Travel, mileage subsistence:** Payable at standard travel and subsistence rates
- **Mileage:** As for travel, mileage subsistence
- **Professional indemnity insurance:** included in day rate



6. Project Management Service Fees (excluding VAT)

Fees will be charged in advance and will attract 20% VAT charge.

Description	Day Rate	# Days	Total £
Project Management Service			
[enter project name]			

7. Other

7.1. Policies and Procedures

At Equinox, we take the protection and care of our clients seriously and as a result have been awarded ISO27001 accreditation. We have several policies and procedures that our staff need to adhere to which [Client Name] can request to see should they need to.

7.2. Intellectual Property

Equinox assigns to [Client Name] the Intellectual Property, of any work designed for [Client Name] for their exclusive use and benefit. Equinox will keep their details confidential, delivering all documents relating to any part of the design to the [Client Name] whenever requested.