thinqOS

[Proposal title]

[The outcome this proposal is intended to achieve]

Prepared for [Client or organization]

Prepared by [Author and team]

Date [Month day year]

Version [Version and status]

Executive summary

[Explain the client's situation, the proposed work and the result the client should expect. Connect the approach to the problem in plain language. Keep this summary to two short paragraphs.]

[State the most important condition, assumption or decision that the proposal depends on. Distinguish the proposed scope from anything that has already been approved.]

Decision requested

[Name the specific approval or decision required, who will make it and the date needed. Identify the next action that follows.]

Project contacts

Client lead [Name and role]
thinqOS lead [Name and role]
Contact [Verified email or approved contact link]

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Context and objectives

[Project name]

Current situation

[Describe the current workflow and the people involved. Include an observable example of the difficulty this proposal addresses. Explain why the issue matters in the client's context.]

Objectives

Objective	How success will be assessed	Baseline or target
[Priority outcome]	[Observable measure and method]	[Verified baseline or proposed target]
[Additional outcome]	[Observable measure and method]	[Verified baseline or proposed target]

Evidence and assumptions

[Summarize the evidence supporting the proposal. Include relevant dates and sources. State which points are observations and which remain assumptions.]

People and constraints

[Identify the primary users, sponsors and teams whose work may change. Record constraints on timing, access, budget, data or operating policy that materially affect the approach.]

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Proposed scope

[Project name]

Approach

[Explain how the proposed work addresses the objectives. Describe the use case, the role of thinqOS and the surrounding systems. Make any availability or integration claim specific and verified.]

Deliverables and boundaries

Work area	Included deliverable	Outside this scope
[Use case]	[Defined output and boundary]	[Explicit exclusion]
[Configuration]	[Defined output and boundary]	[Explicit exclusion]
[Evaluation]	[Defined output and boundary]	[Explicit exclusion]

Responsibilities

Role	Responsible person	Responsibility
Client lead	[Name]	[Decisions and required access]
Delivery lead	[Name]	[Delivery and coordination]
Reviewer	[Name]	[Acceptance and feedback]

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Delivery and investment

[Project name]

Milestones

Milestone	Target date	Completion evidence
[Scope agreed]	[Date]	[Approved scope and evaluation criteria]
[Working use case]	[Date]	[Demonstration and review record]
[Evaluation complete]	[Date]	[Findings and decision]

Investment

Item	Basis	Amount
[Delivery work]	[Estimate or agreed basis]	[Currency and amount]
[Platform or external costs]	[Assumption and period]	[Currency and amount]
Total	[Tax and expense treatment]	[Currency and amount]

Dependencies and risks

[Name the dependencies that could change the schedule or cost. For each material risk, state its likely effect, the owner and the action that reduces it.]

[Explain how a change to scope, timing or fees will be proposed and approved before it becomes a commitment.]

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Evaluation and decision

[Project name]

Acceptance criteria

Criterion	Evidence to review	Decision owner
[Desired result]	[How it will be demonstrated]	[Name or role]
[Quality requirement]	[How it will be checked]	[Name or role]
[Operating requirement]	[How it will be checked]	[Name or role]

Review point

[Set the review date and explain how the team will decide whether to continue, revise or end the engagement. Record open questions and the evidence needed to answer them.]

Approval record

Decision	Decision maker	Date
[Approved or revisions requested]	[Name and role]	[Date]

Next action

[State the next action, its owner and its due date. Confirm the necessary access and agreements before work begins.]