

Monday, 25 July 2005

[*Recipient Name*]
[*Recipient Title*]
[*Address*]
[*City State Postcode*]

Dear [*Recipient*],

The following is a proposed outline for an **Environmental Assessment**. This proposal is provided from Protech Australia to [*company name*].

The purpose of the **Environmental Assessment** is to provide [*company name*] guidance in developing a clear picture of your current information processing environment. The existing hardware and software environments must be qualified and assessed, and their related business functions must be identified and documented. Some information is required from [*company name*] in order to effectively assess you current environment.

1. Protech Australia working with [*company name*] need to identify the following:
 - i) An accurate picture of your current hardware, operating software and networked environment and document the following system details:
 - CPU(s) and Operating System;
 - Storage subsystems / Disks;
 - Tape subsystems / Tapes;
 - Printer subsystem / Printers;
 - Personal Computers;
 - Workstations;
 - Terminals;
 - Networking Software;
 - Security; and
 - Utilities.
 - ii) An accurate picture of the application components currently used by your organisation and the following system details:
 - the programs;
 - databases;
 - user interfaces; and
 - utilities that comprise the standard, non hardware components of an application environment.
 - iii) A detailed description of the development environment currently used by your organisation and document the following:
 - all the tools;
 - techniques;

- methods; and
 - project management procedures used to build or modify a software solution.
- iv) A detailed description of the internal management and support structures of your organisation's business as they apply to the existing information processing environment.
- v) A detailed description of the information processing needs, goals and objectives of your organisation.
2. Protech Australia will likely perform the **Environmental Assessment** on site. This is estimated to take approximately [*determine quantity*] days at \$1,200 a day, plus expenses. You will receive a rebate on this fee to apply towards additional services should you proceed with the migration with Protech Australia's.
- [*company name*] resources will also need to be available during the environmental assessment for information technology support to expedite the analysis and to insure its completeness and accuracy.
- Detailed information is required to develop a valid migration scenario. The detailed data will be compiled and analysed and presented to [*company name*]. This assessment will stand on its own as adding significant value by providing a comprehensive evaluation of your organisation's environment from our knowledgeable experts.
3. The result of the **Environmental Assessment** will be a qualitative assessment of your organisation's current information processing environment. It will include a qualitative analysis of how the organisation's prioritised business functions are being addressed by the current environment. The analysis will also include how the organisation is applying technology to solve business problems. It will also identify any strengths and weaknesses in the current environment. For the identified problems or areas of weakness, an analysis will be completed to determine whether solutions are possible based upon the experience of "world class" organisations.

Central to Protech Australia's business is our emphasis on transferring our experience and knowledge to our clients. The **Environmental Assessment** we will perform together will utilise all of our combined experiences and knowledge so as to provide you with the best possible first step towards an effective migration solution. However, we strongly recommend against proceeding with any migration solution without first doing an **Environmental Assessment**.

The **Environmental Assessment** is the first phase of all successful migration solutions. The results obtained are then used to define migration scenarios. Protech Australia is able to help your organisation with:

- the preparation of migration scenarios;
- selection of the preferred migration scenario;
- the creation of a functional migration plan;
- execution of the migration plan;
- validation of the migration plan; and
- transition to your true solution.

The enclosed **Migration Services Overview** will tell you more about Protech Australia's migration solutions. Please take the time to read it and, after you have, call me on [*phone number*] to discuss your requirements for migration solutions and an **Environmental Assessment**.

Yours faithfully,

[*Your name*]
[*Your position*]

Ref: [*Typist's initials*] [*Doc name*]

Enclosure: [*Number*]

cc: [*Name*]

Direct Telephone: [*Phone No*]

Direct Facsimile: [*Fax No*]