



Gary Eikenberry Consulting

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Project Development Guidelines

1. **Preliminary Design Consultation:** In many cases, the most effective means of developing a new project with a new client is to arrange a preliminary consultation. We charge a flat rate ranging from \$680 to \$920.00 (depending on the nature of the project and the nature of the preparation and reporting require) for a workshop type meeting, which usually includes up to 4 representatives from the client and up to 2 representatives from Gary Eikenberry Consulting. The meeting is usually scheduled for 3 – 5 hours at the client site and results in the production of a preliminary project specification document usually delivered to the client 2-3 weeks after the meeting. In addition to forming the basis for our proposal, the specifications developed during the design consultation can also be used to solicit competitive proposals.

In addition to the specification document we, deliver a detailed proposal based on the specifications. If the client accepts our proposal, we credit 50% of the cost of the design consultation against the total cost of the proposal.

2. **Website Development Projects:** If we are asked to prepare a proposal for developing or upgrading a web site without a preliminary design consultation, we generally need the following items from the client:

- A brief explanation of the intended audience and objectives for the site.
- A preliminary outline or site map.
- Sample content (both text and graphic) – preferably in electronic form.
- A list of sample URLs including the current site if there is one, and/or sites the client likes commented with what the client does and doesn't like about each site.

3. **Database Development Projects:** To prepare a proposal for developing, converting or mounting a database to a web site without a preliminary design consultation, we generally need the following items from the client:

- A detailed explanation of who will be using the database how they will use it.
- Best guess of the number of records the database will have to accommodate, both initially and as a maximum.
- A preliminary field list, including the size and data type for each field if possible.
- Sample input screens: how screens for adding or editing records might/should look.
- Sample output: what kind of output (labels, reports, lists, etc) will be required and what the output might/should look like.
- A list of any other functions (statistical analysis, automation requirements, etc.) which might be required.

4. **LAN/System Development Projects:** The mandatory preliminary phase for a LAN or Systems development project is a preliminary systems analysis. This usually involves 2 – 3 days work at the client site and several worksheets, which selected client staff are asked to complete. It yields a preliminary systems analysis report with recommendations, and, if requested, a proposal for implementing the recommendations. The cost of a preliminary systems analysis will vary with the size and complexity of the existing or planned system. A preliminary systems analysis proposal is usually prepared after a meeting with the potential client. A representative price range would run from a minimum of \$1,200 to roughly 4 times that for a major upgrade to a larger system.

5. **Other – Consulting Services Contracts:** With a consulting services contract the client prepays a block of consulting hours, guaranteeing a preferential rate. A retainer of \$3,120 is usually required to guarantee a fee for service per diem rate. See our consulting services contract template for more information.