

IT Infrastructure Upgrade Budget Proposal

1. Executive Summary

This proposal outlines the estimated budget required for the upgrade of our IT infrastructure, including hardware, software, network enhancements, and associated services, to support current and future business needs.

2. Objectives

- Improve system performance and security
- Support growing business operations
- Enable scalability and future-proofing of infrastructure
- Reduce downtime and improve user experience

3. Budget Breakdown

| Category | Description | Estimated Cost (USD) |
|------------------------|--|----------------------|
| Hardware | Servers, desktops, laptops, storage devices | 25,000 |
| Software | Operating systems, licenses, productivity tools | 10,000 |
| Network | Switches, routers, cabling, wireless access points | 7,500 |
| Services | Installation, configuration, consulting, support | 8,000 |
| Contingency | Unexpected expenses/overruns (10%) | 5,050 |
| Total Estimated Budget | | 55,550 |

4. Implementation Timeline

- Project Approval: July 1, 2024
- Procurement: July 8 - July 31, 2024
- Deployment: August 1 - August 31, 2024
- Testing & Training: September 1 - September 15, 2024

5. Approval

Prepared by: _____

Date: _____

Approved by: _____

Date: _____