

To: Ms. Gail Kelly, CEO and Managing Director, Westpac Bank
Mr. Peter Clare, Group Executive, Products and Operations

From: _____, Principal, Asia-Pacific & Australia, Verint Systems

Date: March 26, 2009

Re: Operations Transformation at Westpac

We are very pleased with the opportunity to deepen our partnership with Westpac and believe our proposal provides the most comprehensive approach for Westpac to execute its strategy successfully. This initiative is critical for Westpac to differentiate its service delivery model in the midst of an industry shift towards growing customer share. Westpac lags behind its key competitors and the risk of further customer attrition will result in a systemic deterioration of profitability.

Westpac and Verint have formed a shared perspective on the importance of operational improvements to the bank's overall transformation. Our diagnostic work earlier this year suggests that a successful transformation program can free up at least 2,000 personnel for frontline sales roles over the next 12-24 months. Assuming current levels of Westpac sales productivity, migration of 2,000 personnel to the frontline could add \$156 million in annual revenues.

As important, a successful redesign of existing operating processes will allow the bank to substantially improve turnaround times for customers and free up time consuming tasks carried out by frontline staff. We therefore view operations transformation not simply as gaining efficiencies in back office processes, but as a strategic catalyst to lower cost, reduce frontline work, improve customer service, and increase the bank's capabilities as it offers more complex products and services to market. As such, operations transformation is an integral part of Westpac's customer centric strategy that must be executed in full alignment with the bank's new strategic direction.

This proposal outlines an operations centralization program that seeks to quickly add to the bank's bottom line performance and is organized as follows:

- Executive Summary
- Expected Benefits to Westpac
- Project Focus
- Key Success Factors
- Proposed Approach and Deliverables

Sample Letter Of Proposal To Client

Mike Jess



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Letters for Lawyers Thomas E. Kane, 2004 This publication will help ease the task of communicating with clients prospects and others

Project Design for Geomatics Engineers and Surveyors, Second Edition Clement Ogaja, Nashon Adero, Derrick Koome, 2023-03-23 Project Design for Geomatics Engineers and Surveyors Second Edition continues to focus on the key components and aspects of project design for geomatics and land surveying projects with the goal of helping readers navigate the priority issues when planning new projects The second edition includes new materials on surveying and UAV and it is thoroughly updated to keep current with the recent technology and terminology The two new chapters capture new developments in the rapidly emerging use of remote sensing and GIS in aerial surveys mapping and imaging for small to medium scale projects as well as modern practices and experiences in engineering surveying 1 Provides a simple guide for geomatics engineering projects using recent and advanced technologies 2 Includes new content on spatial data collection using GIS drones and 3D digital modeling 3 Covers professional standards professional and ethical responsibilities and policy social and environmental issues related 4 Discusses project planning including scheduling and budgeting 5 Features practical examples with solutions and explains new methods for planning implementing and monitoring engineering and mining surveying projects Undergraduate and graduate students professors practicing professionals and surveyors will find this new edition useful as well as geospatial geomatics engineers civil engineers mining engineers GIS professionals planners land developers and project managers

Synthesis Margaret Elizabeth McCallum, Christina L. Kunz, Deborah A. Schmedemann, 2003 *The Architect's Handbook of Professional Practice* Joseph A. Demkin, American Institute of Architects, 2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket

Cost Management of Construction Projects Donald Towey, 2013-06-12 The cost manager quantity surveyor plays a pivotal role in the financial and contract management of construction projects although the exact nature of the service they provide depends on the project employer's terms of engagement This can mean acting as consultant in a range of roles including cost and advisory services for budget setting to initiate a project cost management through the design and construction phases contract administration and acting as the client side project manager to oversee the entire building process Cost Management of Construction Projects focusses on the cost manager quantity surveyor engaged by the project client and discusses key elements that help drive project success including measurement based on the New Rules of Measurement published by RICS procurement cost planning contract administration and project cost management With examples it provides a thorough guide to the role in the workplace and in the field directly addressing the day to day situations faced by

the cost manager quantity surveyor Donald Towey MRICS has extensive experience of the construction industry His experience began as an estimator with a glass glazing contractor in Manchester Following a number of positions with UK contractors he relocated to Australia and has worked with a number of developers and main contractors as well as doing freelance work He is currently working in contracts management in Sydney

AMA Handbook of Business Letters Jeffrey Seglin, Edward Coleman, 2012-07-15 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving With the understanding that consistently professional correspondence is essential to success in any industry The AMA Handbook of Business Letters offers readers a refresher course in letter writing basics including focusing the message establishing an appropriate tone and getting your readers attention You ll also receive tips that apply to all written forms of communication on things like salutations subject lines signatures and formatting Jeffrey Seglin communications director and professor of Harvard University s graduate and professional school and author Edward Coleman provide over 370 customizable model letters divided into categories reflecting various aspects of business such as sales marketing public relations customer service human resources credit and collection purchasing permissions and confirmations With helpful appendices listing common mistakes in grammar word usage and punctuation the latest version of this adaptable book extensively updated with more than 25 percent new material will assist professionals through every conceivable business correspondence with confidence

2003 International Tax Havens Guide Barry Spitz, 2002 This comprehensive guide reveals precisely how each tax haven works for individuals corporations trusts and any other entity that wants to reduce today s crushing tax burden You will not find a more complete information service of international offshore financial centers Learn all of the world s best techniques to LAWFULLY slashing taxes There are more than 40 country analyses Each analysis includes Geographic and demographic data Political and economic stability Legal system and form of government Tax treaties and double taxation Disclosure information Social Security tax import duties capital gains tax Types of corporations includes a checklist Banking Also includes a companion CD ROM containing a wide array of client letters proposals checklists and much more

Consulting For Dummies Bob Nelson, Peter Economy, 2011-01-31 A clear concise resource for entering this lucrative career field Consulting For Dummies 2nd Edition includes a reorganization and narrower focus of the topic with new or updated information that delves into the specifics of running your own consulting business There is greater emphasis on the business of consulting along with financial and legal issues involved in setting up a consulting business deepening coverage of consulting proposals and entirely new chapters on higher level consulting issues that more established consultants are demanding

Storytelling for Grantseekers Cheryl A. Clarke, 2009-01-12 Grantwriters often have little or no training in the practical task of grantseeking Many feel intimidated by the act of writing and some don t enjoy writing In Storytelling for Grantseekers Second Edition Cheryl Clarke presents an organic approach to grantseeking one that views the process through the lens of the pleasures and rewards of crafting a good story Grantseekers who

approach the process as one in which they are connecting with an audience grantmakers and writing a narrative complete with settings characters antagonists and resolutions find greater success with funders The writing process becomes a rewarding way to tell the organization s tale rather than a chore and their passion and creativity lead to winning proposals This book walks readers through all the main phases of the proposal highlighting the creative elements that link components to each other and unify the entire proposal The book contains resources on crafting an effective synopsis overcoming grantwriter s block packaging the story and the best ways to approach the short stories inquiry and cover letters that support the larger proposal Clarke also stresses the need to see proposal writing as part of a larger grantseeking effort one that emphasizes preparation working with the entire development staff and maintaining good relations with funders In *Storytelling for Grantseekers* new and experienced grantseekers alike will discover how to write and support successful proposals with humor and passion New edition features Overall updates as well as both refreshed and new examples Workshop exercises for using the storytelling approach New chapters on the application of the storytelling method to other fundraising communications like appeal letters and case statements as well as the importance of site visits Example of a full narrative proposal

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wanted to know about book publishing Comprehensive index lists dozens of subjects and categories to help you find the perfect publisher or agent **Practicing Archaeology** Thomas W. Neumann, Robert M. Sanford, Mary Spink

Neumann, 2022-08-15 This comprehensive text and reference book addresses the questions and problems of cultural resources archaeology for undergraduate and graduate students and practicing archaeologists Neumann Sanford and Neumann use their decades of field experience to discuss in great detail the complex processes involved in conducting a cultural resources management CRM project Dealing with everything from law to logistics archival research to artifact analysis project proposals to report production they provide an invaluable sourcebook for archaeologists who do contract archaeology After introducing the legal and ethical aspects of CRM and stakeholder engagement the authors describe the processes of designing a proposal and contracting for work doing background research conducting assessment testing mitigation work Phase I II and III laboratory analysis and preparing reports for project sponsors The volume s emphasis on practical problems use of extensive examples and detailed advice on a host of subjects make it an ideal manual for archaeologists and field schools This revised and expanded third edition of Practicing Archaeology A Manual for Cultural Resources Archaeology updates Federal and state contracting protocols and covers preparing safety plans for occupational hazards organization of an archaeology laboratory use of electronic technology and digital media advice on field and personnel management and how to make a living doing cultural resources archaeology *Corporate Video Production*

Stuart Sweetow, 2016-07-15 In this updated edition of Corporate Video Production Stuart Sweetow teaches aspiring and seasoned videographers how to make imaginative corporate videos with eye catching designs rhythmic editing tricks and essential scriptwriting and interview techniques Readers will learn how to shoot on location or in a studio work with employees turned actors find new clients and produce online videos and podcasts for corporations government agencies and non profit organizations Additionally this new edition has been updated to include discussion questions chapter summaries and professional tips and to cover live webcasting mobile devices shooting in 4K micro videos micro cameras and storytelling techniques for corporate social responsibility programs A companion website features downloadable forms and further resources

Persuasive Business Proposals Tom Sant, 2012-04-30 Most people find proposal writing to be tedious and time consuming and their documents show it but proposal writing is about more than checking off boxes on a list of requirements Writing a winning proposal is vital to getting a yes on your next bid That s why Tom Sant a proposal consultant for Global 500 companies and the creator of widely used proposal automation systems has spent his career providing hands on guidance for crafting powerful proposals and RFPs In Persuasive Business Proposals he shares the same insights with you teaching you what a good proposal is not and explaining the value of a proposal as an important and effective sales tool for driving business You ll learn how to attract prospects attention and speak to their needs ask essential questions for qualifying opportunities power up cover letters and executive summaries overcome value paranoia incorporate proof into a proposal

and write winning renewal contracts With clear instructions as well as before and after samples the third edition of Persuasive Business Proposals takes you step by step through a highly effective process for writing customized packages that capture new business

The Basic Principles of Effective Consulting Linda K. Stroh,2019-02-05 Consultants are called upon more and more to help implement needed organizational changes fill gaps in workforce capabilities and solve significant business problems As the demand for consultants increases it is critical that practitioners differentiate themselves and understand how they can be most successful for themselves and their clients The Basic Principles of Effective Consulting details what effective consultants do and provides a step by step process of just how they do it The Second Edition of The Basic Principles of Effective Consulting is fully updated with real life cases End of chapter summaries foster both mastery and engagement as well as providing a quick reference throughout a consultant s career In addition each chapter includes a section From the experts written by successful consultants and users of consultants services These experts share ideas and tips about their own consulting experiences that relate to chapter material The book is written for entry level and seasoned consultants project managers staff advisors and anyone who wants to learn or be reminded of the basic principles of effective consulting The book is well suited as an excellent textbook for college courses on consulting organizational training and a lifetime go to consultant s resource

Professional Practice for Interior Designers Christine M. Piotrowski,2020-03-16 The leading guide to the business practice of the interior design profession updated to reflect the latest trends For nearly thirty years Professional Practice for Interior Designers has been a must have resource for aspiring designers and practicing professionals This revised and updated Sixth Edition continues to offer authoritative guidance related to the business of the interior design profession from the basics to the latest topics and tools essential for planning building and maintaining a successful commercial or residential interior design business Filled with business tips and best practices illustrative scenarios and other pedagogical tools this revised edition contains new chapters on interior design in the global environment building client relationships and online marketing communications The author also includes updated information on web and social media marketing branding and prospecting for global projects Recommended by the NCIDQ for exam preparation this Sixth Edition is an invaluable resource for early career designers or those studying to enter the profession This important book Contains three new chapters that focus on client relationships marketing communications and interior design in the global marketplace Includes new or updated sections that reflect the recent trends related to social media branding sustainable design practice and more Offers invaluable pedagogical tools in every chapter including chapter objectives and material relevant for the NCIDQ Instructors have access to an Instructor s Manual through the book s companion website

How to Speak Business English with Confidence: Second Edition - Unlocking Advanced Communication Skills for Success Ranjot Singh Chahal,2024-11-21 Unlock the full potential of your professional communication with How to Speak Business English with Confidence Second Edition Unlocking Advanced Communication Skills for Success by Ranjot Singh Chahal This

updated edition is the ultimate guide for professionals looking to elevate their business English to new heights Whether you are just starting your career or aiming to refine your communication skills this comprehensive book covers everything you need to succeed in today s global business environment In this second edition Chahal expands on the foundational principles introduced in the first edition diving deeper into advanced techniques for writing speaking and networking with confidence From mastering persuasive communication in sales and marketing to excelling in virtual meetings and cross cultural communication this guide offers practical tools and strategies for overcoming common communication challenges With clear explanations actionable tips and real world examples this book will help you navigate complex business situations handle difficult conversations and enhance your presentations and negotiations Ranjot Singh Chahal s expert advice will empower you to speak and write with clarity confidence and professionalism ensuring you stand out in any business setting Perfect for anyone looking to boost their business English proficiency this updated edition is your key to success in today s fast paced business world

Improving the Economy, Efficiency, and Effectiveness of Not-for-Profits Rob Reider, 2004-03-15

MISSION ACCOMPLISHED As not for profits must increasingly achieve greater results with less resources they are continually seeking ways to use such scarce resources with more economy with greater efficiency of processes and people within their organizations and with increased effectiveness of results in order to further their missions Whether used alone or together with other tools such as benchmarking activity based management and flexible budgeting the operational review is the tool best used to perform an evaluation of these crucial three e s economy efficiency and effectiveness This book shows not for profit managers why conducting an operational review can be beneficial explains the tools and personnel needed to conduct the review and shows in detail how to conduct a review of operations in each area It includes case study materials for a social service agency a museum operation an arts organization a community service agency and a college business office Here is accessible comprehensive coverage of How to approach an operational review judge its results and make recommendations to management How to position your not for profit organization more effectively in the competitive world of funding personnel resources and service results How to identify and implement best practices within funding and operational constraints in all areas of the not for profit s operations in an organized program of continuing improvements and much more including extensive exhibits forms working tools checklists and examples for conducting an operational review throughout all functions of a not for profit organization Executive directors outside auditors CPAs management consultants boards fund raising executives and all others involved in the not for profit s operations will learn to get the most for their mission from this indispensable book

[The AMA Handbook of Business Letters](#) Jeffrey L. Seglin, Edward Coleman, 2002

This book CD ROM reference for professionals teaches letter writing basics and offers style and grammar guidelines along with some 365 sample letters for sales marketing and public relations vendor and supplier issues credit and collections transmittal and confirmation personnel matters and every other business situation Appendices list frequently misused words

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Consulting with Nonprofits Carol A. Lukas, 1998 At last A comprehensive guide to the art craft and business of consulting with nonprofits and community groups Nonprofit consulting requires specialized skills and knowledge of how the sector works This guide gives you the resources and tools to help you provide quality assistance throughout your career experienced consultants will find it an invaluable reference new consultants will get oriented to the sector and find step by step guidance through the entire process technical specialists will gain insights into the larger processes that shape nonprofit organizations for profit consultants and business sector volunteers will discover how to shift their expertise to match the unique culture of nonprofit and community work students in public administration organization development and nonprofit management will find it a useful guide for fieldwork service projects or future career search With this illustrated guide you get an overview of the nonprofit sector and unique elements of consulting with nonprofits the six stage process of consulting with concrete steps and challenges in each stage the art of consulting including roles dynamics and ethics lessons from the field stories from thirty skilled consultants offering sage advice on common challenges from setting up contracts to cross cultural consulting to choosing a consulting role that matches the client s needs when team consulting makes sense key differences between internal and external consulting how to run your business marketing your services setting fees estimating costs and billing managing your career growth working with funders nine worksheets sample proposals professional standards annotated bibliography and much more

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