

BLUEPRINT • SAMPLE

What a *Blueprint* gives you.

A Blueprint is one day spent mapping your environment before we quote anything. You get a written plan, one fixed price, and documentation you keep. This is a sample of what that looks like.

Sample only. A real Blueprint reflects your actual environment. Figures here are illustrative planning ranges, not a quote.

5 pages

Format

1 week

Turnaround

One fixed price

Output

SECTION 1

What a Blueprint is

Most IT problems are not surprises. They are things nobody had time to look at.

We spend a focused day mapping your environment end to end. Your people, your devices, your licences, your network, where your data lives, and what a bad day would cost you. You get a written report and one fixed price. No obligation. The document is yours to keep.

What we map

- **People and access** — who can reach what, and where access has drifted.
- **Devices** — laptops, desktops, servers, and network gear, with age and warranty.
- **Identity and email** — your Microsoft 365 or Google setup and its security posture.
- **Network** — switching, wi-fi, firewall, and how staff and visitors are separated.
- **Data and recovery** — where files live, and whether a restore has ever been tested.
- **Risk** — the few things most likely to cause a costly outage or a breach.

Why one fixed price. Once we have mapped the environment, we quote a real number you can plan around. It does not move unless the scope does.

SECTION 2

Environment snapshot

A sample snapshot for a 24-person organization on mixed hardware and a flat network.

AREA	STATE TODAY	NOTE
Users	24 staff, 3 shared	Microsoft 365 across the board
Devices	27 machines	9 out of warranty, 4 past end of life
Server	1 file server	6 years old, single disk, no redundancy
Network	Unmanaged switch, consumer wi-fi	Staff and guests on one flat network
Backup	External drive, manual	No tested restore in the last year
Identity	Microsoft 365	MFA off, several dormant accounts

The picture in one line

A capable team on hardware and a network that have quietly aged past the point where one failure is only an inconvenience. Nothing is on fire. Several things are one bad day from being expensive.

SECTION 3

Findings, by risk

Ranked by how likely each is to cause a costly outage, and how much it would hurt.

FINDING	RISK	WHY IT MATTERS
No tested backup	HIGH	A drive failure or ransomware could mean permanent loss. An untested backup is a hope, not a plan.
Flat network	HIGH	Guests and staff share one network. One compromised device can reach everything.
MFA not enforced	HIGH	The most common cause of account compromise, and the cheapest to close.
Aging single-disk server	MEDIUM	No redundancy. One disk failure takes the file server down until hardware arrives.
4 machines past end of life	MEDIUM	No security updates. Slow, and a soft target.
Dormant accounts	LOW	Paying for unused seats, and widening the attack surface.

The good news. The three high-risk items are the cheapest to fix. Backup, network separation, and MFA together cost far less than the outage any one of them prevents.

SECTION 4

The recommendation

A managed plan for the day to day, plus the one-time work that closes the high-risk gaps. In a real Blueprint, both land as one fixed price.

Ongoing

ITEM	COVERS
Managed plan	Support, monitoring, patching, and admin for every user and device
Managed backup	Automated, off-box, and tested on a schedule
Security	MFA, hardening, and account hygiene

One-time

PROJECT	OUTCOME
Network and wi-fi	Managed switching, staff and guest separated, documented
Server and backup	Redundant storage, tested restores, a runbook you keep
Identity	MFA on, dormant accounts cleared, access mapped to roles

Your Blueprint turns this into a single fixed price once hardware and scope are confirmed.

SECTION 5

What you keep

Yours at the end

- The written plan and findings
- An inventory of every user, device, and licence
- Runbooks for the systems we touch
- One fixed price, valid 30 days

The point

Everything we document is yours in editable form. Work with us or hand it to anyone else. A plan you cannot keep is a plan that keeps you stuck.

Next step. Book a Blueprint and we produce the real version of this for your environment. Email info@makingitworc.ca or book at makingitworc.ca/book.