

Here's a clean, professional proposal you can use (and adapt) for an Information Technology Workshop. I've structured it so you can easily tailor it to your organization or your Cultural Institute project.

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# Information Technology Workshop Proposal



## 1. Title

**Empowering Digital Skills: Information Technology Workshop**

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## 2. Executive Summary

This proposal outlines the development and delivery of an Information Technology (IT)



Workshop designed to equip participants with essential digital skills needed in today's technology-driven environment. The workshop will provide hands-on training, practical knowledge, and real-world applications in core IT areas such as computer fundamentals, internet usage, cybersecurity, and basic software tools.

The goal is to bridge the digital divide, enhance workforce readiness, and foster technological confidence among participants.

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## 3. Objectives

- Provide foundational knowledge in information technology
  - Improve digital literacy and computer proficiency
  - Introduce essential software tools (word processing, spreadsheets, presentations)
  - Promote safe and secure internet practices
  - Prepare participants for entry-level IT or administrative roles
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## 4. Target Audience

- Students (high school and college)

Community members with limited digital experience

- Small business owners
- Job seekers seeking basic IT skills
- Staff or participants of your Cultural Institute



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## 5. Workshop Structure



### Duration:

- 2 Days (6 hours per day) *or*
- 1 Week (3-hour daily sessions)

### Format:

- In-person (computer lab setting) or hybrid
- Instructor-led with hands-on exercises

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## 6. Workshop Topics

### Module 1: Introduction to IT

- What is Information Technology?
- Hardware vs Software
- Overview of operating systems

### Module 2: Computer Fundamentals

- Basic computer operations
- File management
- Using keyboards and shortcuts

### Module 3: Internet & Email

- Web browsing techniques
- Setting up and managing email
- Online communication tools



## Module 4: Productivity Software

- Word processing (documents, formatting)
- Spreadsheets (basic formulas, data entry)
- Presentation tools

## Module 5: Cybersecurity Basics

- Password safety
- Recognizing phishing scams
- Safe browsing habits

## Module 6: Introduction to Emerging Technologies

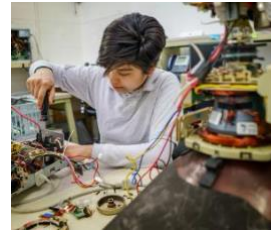
- Cloud computing basics
- Artificial Intelligence overview
- Digital tools for business and creativity

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## 7. Learning Outcomes

By the end of the workshop, participants will:

- Confidently use a computer and basic software
- Navigate the internet safely and effectively
- Create documents, spreadsheets, and presentations
- Understand basic cybersecurity principles
- Apply IT skills in personal and professional settings



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## 8. Required Resources

- Computer lab with internet access
  - Projector and screen
  - Training materials (printed or digital)
  - Instructor and assistant facilitator
  - Software (Microsoft Office or Google Workspace)
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## 9. Budget Overview

The development cost of an information technology (IT) workshop varies significantly depending on whether you are **creating the training content** (instructional design) or **hosting the event** (venue and logistics).

### 1. Training Content Development Costs

If you are developing a custom IT workshop from scratch, costs are primarily driven by the complexity of the material and the "development ratio" (hours of work required per hour of finished training).

- **Standard IT Workshop Development:** A professional team-based workshop typically costs between **\$5,000 and \$10,000** for a dedicated session.
- **Hourly Development Ratio:** For every 1 hour of finished high-quality workshop content, expect **20 to 60 hours** of planning, scripting, and material creation.
- **Cost by Complexity Tier:**
  - **Level 1 (Basic/Passive):** Simple conversion of existing materials (e.g., PowerPoints) costs roughly **\$4,000 – \$8,000** at a \$100/hr rate.
  - **Level 2 (Interactive):** Includes custom labs, audio, and basic video, ranging from **\$10,000 – \$20,000**.
  - **Level 3 (Highly Complex):** Advanced simulations, gamified elements, or custom virtual lab environments can cost **\$20,000 – \$40,000+**.

### 2. Operational & Hosting Costs

Running the workshop introduces additional expenses beyond content creation:

- **Instructional Fees:** Hiring a specialized consultant or certified instructor often requires a separate daily or per-person fee. Open-enrollment certified training can cost **\$1,199 – \$1,749 per person**.
- **Infrastructure & Tools:** High-end IT workshops may require **test servers, virtual machines, or specific software licenses** (like Articulate 360 or Adobe Captivate).
- **Platform Fees:** Hosting the workshop through a Learning Management System (LMS) can add monthly or annual subscription costs.

### 3. Key Cost Drivers

- **Subject Matter Expertise:** Highly specialized topics (e.g., AI/ML or Cybersecurity) command higher rates for instructional designers and instructors.
- **Number of Participants:** While some costs are fixed, per-user licensing for software or lab environments scales with headcount.
- **Delivery Format:** On-site workshops include travel and venue expenses, whereas virtual workshops may require higher investment in digital engagement tools.

For organizations looking to build an IT budget, a common rule of thumb is to allocate **1% to 5% of staff salary** toward ongoing training and workshops to prevent skill gaps.

### (Adjust as needed)

- Instructor Fees: \$ \_\_\_\_
- Materials & Printing: \$ \_\_\_\_
- Equipment/Facility: \$ \_\_\_\_
- Marketing & Outreach: \$ \_\_\_\_
- Miscellaneous: \$ \_\_\_\_

**Total Estimated Cost: \$ \_\_\_\_**

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## 10. Implementation Timeline