Business Proposal Template Fillable

Applicant Company’s Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company :

Project Title :

Estimated Project Start Date :

Estimated Project End Date :

Name of Project Manager :

Contact Number :

E-mail :

No. of Staff :

Provider’s Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company :

Name of Project Manger :

Contact Number :

E-mail :

No. of Staff :

SECTION A: COMPANY PROFILE & BUSINESS STRATEGY

1. COMPANY BACKGROUND

a)

b)

c)

2. FUTURE PLANS

a)

3. EXISTING OPERATIONAL PROCESSES

a)

b)

c)

Accounting & Finance

0

Payroll & Leave

0

Human Resource Management (exclude Payroll & Leave)

0

Inventory or Stock Control

0

Sales Management

0

Marketing (e.g. corporate/ e-Commerce website or portal)

0

Others (please specify):

SECTION B: DETAILS OF PROJECT

1. CHALLENGES

a)

b)

c)

2. THE PROPOSED NEW SYSTEM

a)

b)

c)

3. PROJECT ORGANISATION

Applicant Company

a)

b)

ICT Solution Provider

c)

d)

4. MILESTONES

a)

1.

2.

-

3.

4.

5.

5. COSTS

Item Description

(e.g. specification of hardware, no. of software licenses, etc) Cost (S$)

Consultancy Services

Hardware

Software

Training

TOTAL PROJECT COSTS

6. BENEFITS OF THE INTENDED PROJECT

a)

b)

7. CHECKLIST

a)

0

b)

0

0

c)

0

d)

0

e)

0

0

f)

0

g)

0

h)

0

i)

0

Note: