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When creating your discussion document, you may need to update the font and styles of this template to match your corporate guidelines.

Please ensure you update all fields in square brackets to personalize your document.

**[Heading here]**

A Discussion Document

For

[CLIENT LOGO HERE]

Presented to

[client contact’s name, title]

By

[your company logo]

[author’s name]

[date]

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When creating your discussion document, please be sure to use the “Heading 1” and “Heading 2” styles to define your sections and subsections. If done correctly, the table of contents will update automatically. To update the table of contents, put your curser in the table and hit F9.

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# THE CURRENT SITUATION

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Populate this section with an understanding of the current or historic situational information relevant to their needs and your solution.

Based on our conversation, the current situation, as we understand it is:

* [bulleted copy here]

# CHALLENGES

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Populate this section with (as close as possible) the words the readers used to describe the **challenges** they are, or probably will, experience that support your proposal. You can verbalize what they said would be the impact of not addressing the challenges while presenting the document or include them in the document.

Based on our conversation, challenges include:

* [bulleted copy here]

# RECOMMENDED APPROACH

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Populate this section with your recommended approach (ensure that your recommendation addresses the challenges and outcomes).

Consider including conceptual diagrams to illustrate the recommendation. Detailed diagrams

can be placed in the Appendix

The following is an overview of the recommended approach:

* [bulleted copy here]

# OUTCOMES

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Populate this section with the **outcomes** the reader previously said they desired (ensure that your recommendation provides these outcomes)

By taking this approach, you can reasonably expect the following outcomes:

* [bulleted copy here]

# cOSTS AND LOGISTICS

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This is one of many layouts you could use.

Customize to suit your document.

**UNIT PRICE SUB TOTAL TOTAL**

[Item] [$XXX,XXX]

[Item] [$XXX,XXX]

[Item] [$XXX,XXX]

**SUB-TOTAL [$XXX,XXX]**

[Item] [$XXX,XXX]

[Item] [$XXX,XXX]

[Item] [$XXX,XXX]

**SUB-TOTAL [$XXX,XXX]**

**TOTAL INVESTMENT** **[$XXX,XXX]**

Above investment is in [currency] and includes [copy here]…

Investment does not include [copy here]

**APPENDIX**