­­­­­­­­

 **NOTE TO AUTHOR**

You will need to update the font, colours, and layout ‘look and feel’ to match your Corporate Guidelines

[HEADING HERE]

For



Presented to

[contact name here]

By

[your name here]
[your title here]

[date here]

 **DELETE BEFORE PRINTING!**

When creating your discussion document, please be sure to use the “Heading 1” style to define your sections – you may need to update the format style to match your corporate guidelines. 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 and choose **Update Page Numbers only.

Note:** If you choose **Update Entire Table** you will need to reformat table of contents slightly

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 **APPENDIX**

[Appendix item 1 name here]

[Appendix item 2 name here]

[Appendix item 3 name here]

# THE CURRENT SITUATION

 Delete THIS BOX Before Printing

Populate this section with an understanding of the current or historic situational information relevant to the customer/client needs your organisation’s solution.

The situation, to date, as we understand it is:

* [dot point here]
* [dot point here]
* [dot point here]
* [dot point here]

# CHALLENGES

 Delete THIS BOX Before Printing

Populate this section with (as close as possible) the words the client/customer used to describe the **challenges** they are, or probably will, experience that support your proposal. You can verbalise 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 discussions we understand your challenges to be:

* [dot point here]
* [dot point here]
* [dot point here]
* [dot point here]

# RECOMMENDED APPROACH

Delete THIS BOX Before Printing!

Populate this section with an overview of your

**recommendation**. This could also include

‘considering’ and discounting other

alternatives (Note this approach is one of

many you could take). Consider including conceptual diagrams to illustrate recommendation. Detailed diagrams can be placed in the Appendix .

 [opening para here about suggested approach – with breakdown below]

[HEADING]

* [dot point here]
* [dot point here]
* [dot point here]

[HEADING]

* [dot point here]
* [dot point here]
* [dot point here]

[HEADING]

* [dot point here]
* [dot point here]
* [dot point here]

#

# OUTCOMES

 Delete THIS BOX Before Printing

Populate this section with the outcomes the customer/client previously said they desired (ensure that your recommendation provides these outcomes).

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

* [dot point here]
* [dot point here]
* [dot point here]
* [dot point here]

# COSTS AND LOGISTICS

 [curr]
**[HEADING]**

[item] [unit cost] [cost]

[item] [unit cost] [cost]

[item] [unit cost] [cost]

[sub total]

[HEADING]

[item] [unit cost] [cost]

[item] [unit cost] [cost]

[item] [unit cost] [cost]

[sub total]

[HEADING]

[item] [unit cost] [cost]

[item] [unit cost] [cost]

[item] [unit cost] [cost]

[sub total]

TOTAL INVESTMENT (excluding GST) $ 999,999

Note: All prices are in XX dollars; do not include local taxes [add in exclusions]

#

**APPENDIX**



**[APPENDIX ITEM 1]**

**[APPENDIX ITEM 2]**

#

**[APPENDIX ITEM 3]**