



TRƯỜNG ĐẠI HỌC FPT

BUSINESS PROPOSAL

Session III. Business Writing in Action



LEARNING OBJECTIVES

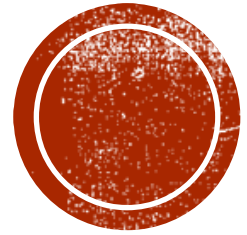
- 1. Describe the basic elements of a business proposal.
- 2. Discuss the main goals of a business proposal.
- 3. Identify effective strategies to use in a business proposal.



INTRODUCTION

- In order to be successful in business and industry, you should be familiar with the business proposal.
- Business proposals are documents designed to make a persuasive appeal to the audience to achieve a defined outcome, often proposing a solution to a problem.





COMMON PROPOSAL ELEMENTS



IDEA

Effective business proposals are built around a great idea or solution.



- What makes your idea different or unique?
- How can you better meet the needs of the company that other vendors?
- What makes you so special?



PRACTICE: CHOOSE IDEA FOR "SOCIAL INITIATIVE" PROJECT

Decide on an idea your team will work on, make sure it's a creative, groundbreaking idea.

THE-BEST-IDEA!



TRADITIONAL CATEGORIES OF PROPOSAL

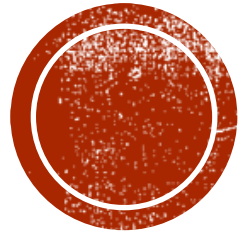
1. Cover Page
2. Executive Summary
3. Background
4. Proposal
5. Market Analysis
6. Benefits
7. Timeline
8. Marketing Plan
9. Finance
10. Conclusion



TRADITIONAL CATEGORIES OF PROPOSAL

Cover Page	Title page with name, title, date, and specific reference to request for proposal if applicable.
Executive Summary	Like an abstract in a report, this is a one- or two-paragraph summary of the product or service and how it meets the requirements and exceeds expectations.
Background	Discuss the history of your product, service, and/or company and consider focusing on the relationship between you and the potential buyer and/or similar companies.
Proposal	The idea. <i>Who, what, where, when, why, and how.</i> Make it clear and concise. Don't waste words, and don't exaggerate. Use clear, well-supported reasoning to demonstrate your product or service.
Market Analysis	What currently exists in the marketplace, including competing products or services, and how does your solution compare?
Benefits	How will the potential buyer benefit from the product or service? Be clear, concise, specific, and provide a comprehensive list of immediate, short, and long-term benefits to the company.
Timeline	A clear presentation, often with visual aids, of the process, from start to finish, with specific, dated benchmarks noted.
Marketing Plan	Delivery is often the greatest challenge for Web-based services—how will people learn about you? If you are bidding on a gross lot of food service supplies, this may not apply to you, but if an audience is required for success, you will need a marketing plan.
Finance	What are the initial costs, when can revenue be anticipated, when will there be a return on investment (if applicable)? Again, the proposal may involve a one-time fixed cost, but if the product or service is to be delivered more than once, and extended financial plan noting costs across time is required.
Conclusion	Like a speech or essay, restate your main points clearly. Tie them together with a common theme and make your proposal memorable.





LET'S START PRACTICING

Small group (5-7 members): Write a proposal from an idea of "Social initiative" project

1. COVER PAGE

[Type the company name here]

[Type the document title]

[Type the document subtitle]

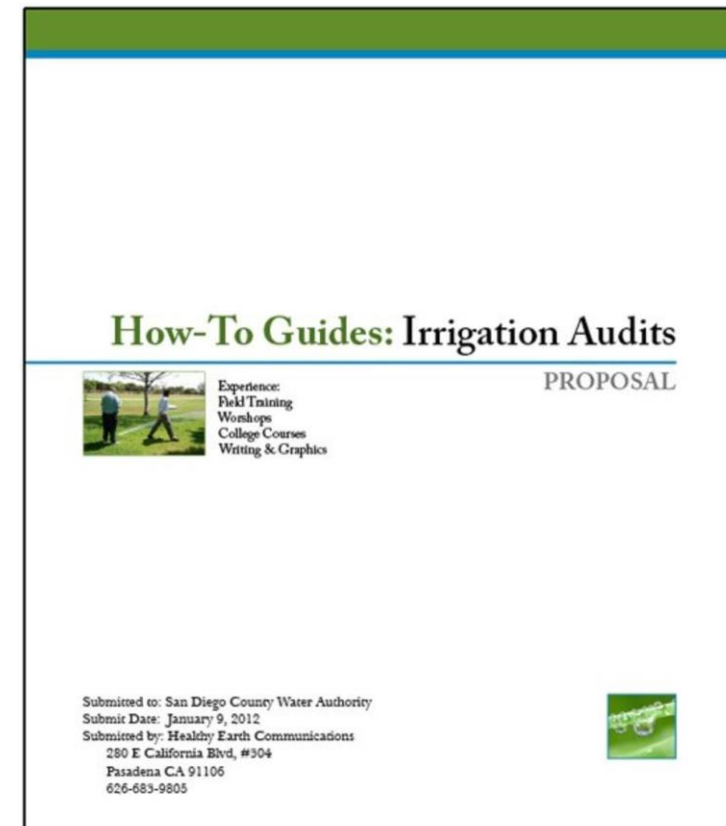
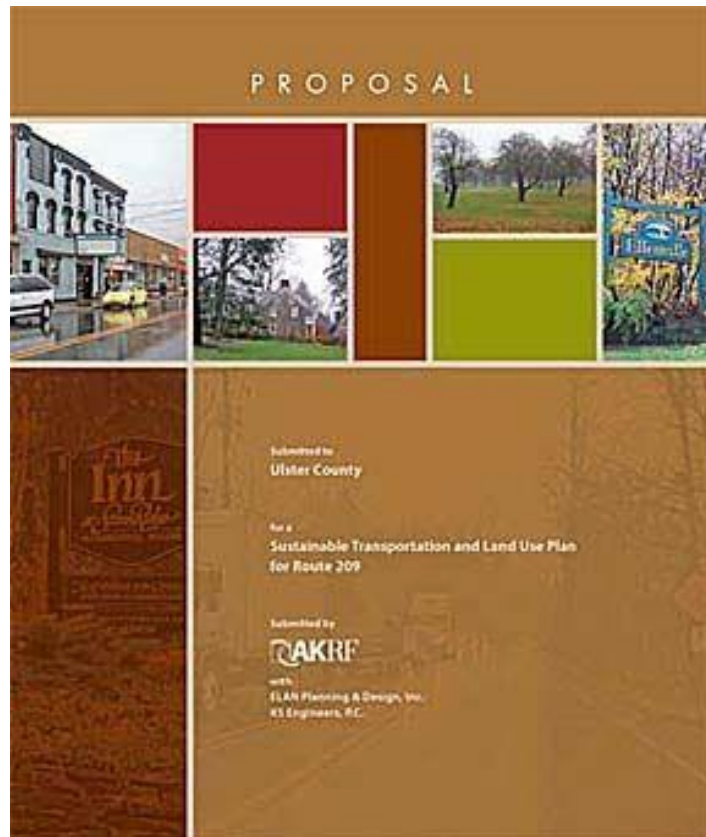
John Miller
System Analyst

Title page with name, title, date, and specific reference to request for proposal if applicable.

[Write a description or summary of the documents enclosed. This is not the preface or foreword section, this description is an overview of the content enclosed]



EXAMPLES



2. EXECUTIVE SUMMARY

Like an abstract in a report, this is a one- or two-paragraph summary of the product or service and how it meets the requirements and exceeds expectations.

Abstract

Through critical and deep study, this report examines the types of production systems that are used in apparel industry of Pakistan. It shows the analysis and comparison of production systems with respect to cost, quality and productivity. Since the function of sewing department mainly depends on the type of production system, its selection needs to be done carefully.

This study is based on the analysis of the handling time required to complete the operations of a polo shirt, as the needle time is constant in all types of systems. This thesis also focuses on the positive and negative aspects of production systems. It demonstrates that the industry has made significant progress towards comprehending the necessity of proper production system which has implications on the overall productivity of an apparel mill.



3. BACKGROUND

Discuss the history of your product, service, and/or company and consider focusing on the relationship between you and the potential buyer and/or similar companies.

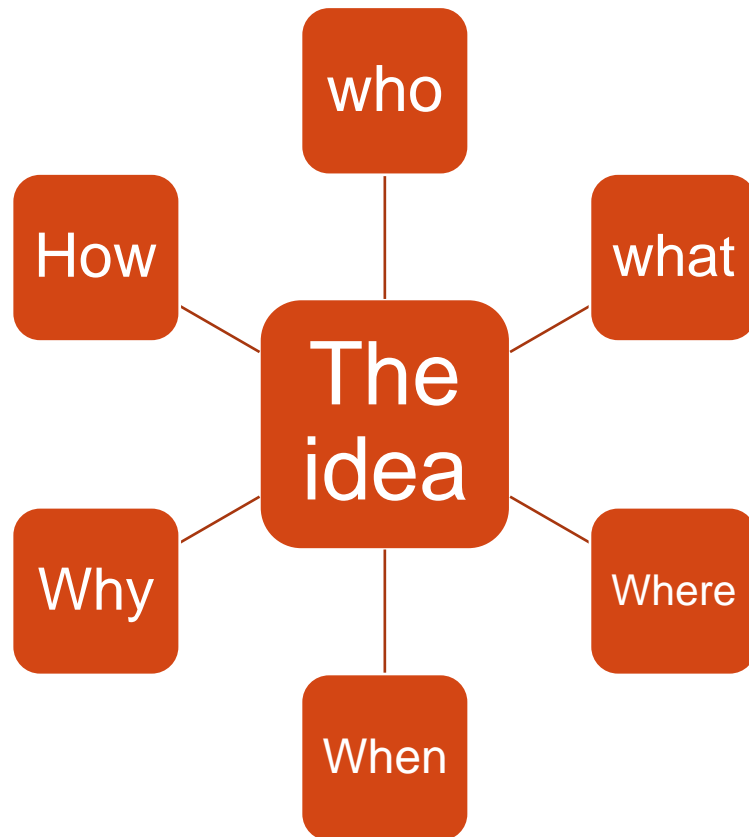


PRACTICE

Compose and design the cover page, executive summary and background for your group project.



4. PROPOSAL



- Make it clear and concise.
- Don't waste words,
- Don't exaggerate.
- Use clear, well-supported reasoning to demonstrate your product or service.



5. MARKET ANALYSIS

What currently exists in the marketplace, including competing products or services, and how does your solution compare?



6. BENEFITS

How will the potential buyer benefit from the product or service?

Clear

Concise

Specific

Short

Provide a comprehensive list of immediate and long-term benefits



PRACTICE

Identifying and drafting proposals, market analysis and benefits.



