Front Page Matter: Cover Letter (April 8th)

Front Page Matter: Title Page (April 8th) (<https://www.hloom.com/get/purple+pattern+formal+design/> )

Front Matter: Table of Contents (April 8th)

Introduction (AO): Clearly Identify the problem, or the key question answered by the report (April 1st)

Seneca Solutions

Consulting Services Manager: Ms. Denise Chilton

70 The Pond Road

Toronto, ON M3J 3M6

www.senecasolutions.ca

416-491-5050

Tutor Pro

Owner: Ms. Lhisha Bennett

1769 Shawnigan-Mill Bay Road

Shawnigan Lake, BC V0R 2W0

www.tutorpro.net

250-900-5157

Dear Ms. Lhisha

Thank you for choosing Seneca Solutions as your software developing sources. We have reviewed the software that you are looking for, a Learning Management System in which will strongly support the education progress at school. We understand that your company is looking for a long-term software with the specific requirement in which will bring online learning classes to the next level. We understand your targeted customers are primary and secondary students, also adult learner who wish to completed their level, therefore, the software must be easy to use, classes can be conduct anywhere under any platform or device to make the learning convenience. We’ve seen that your company have recently partnered with SVISB, which mean in the near future, your company will be offering more classes and students at different ages will be interest at your online program. There are many software always available for your company to use, but each of them has their own advantage and we should consider it carefully to meet your requirement, expectation and a good experience. Below is the report in which we will strongly consider your requirement, criteria and give you some solutions within your budget, in which we will also show the advantage for each software.

**Table of Contents**

1. **Transmittal Document / Cover Letter ..……………………………………………… 1**
2. **Front Page ...……...……………………………………………………………………… 2**
3. Title Page ...………………………………………………………………………. 3
4. Executive Summary ...…………………………………………………………... 4
5. Table of Contents ..………………………………………………………………. 5
6. List of Illustrations ……………………………………………………………….. 6
7. Glossary ………………………………………………………………………….. 7
8. List of symbols …………………………………………………………………… 8
9. **Report Details ……………………………………………………………………………. 9**
10. Introduction ……………………………………………………………………….. 10
11. Client Requirement & Assess Criteria …………………………………………. 11
12. Solutions Offered ………………………………………………………………… 12
13. Comparison ………………………………………………………………………. 13
14. **Report Conclude ………………………………………………………………………… 14**
15. Summary & Interpretation ………………………………………………………. 15
16. **Recommendations ……………………………………………………………………… 16**
17. Solution Recommended & Justification ……………………………………….. 17
18. Implementation Details ………………………………………………………….. 18
19. **Back Matter ………………………………………………………………………………. 19**
20. References / Word Cited ………………………………………………………... 20