

8.3: Short proposal assignment

1. Problem/Purpose statement
2. Scope
3. Planning process
4. Resources
5. Qualifications
6. Evaluation
7. Budget

Then, for each of the seven (7) parts, include the necessary information. Whenever possible, use:

- numbered or bulleted lists
- parallel construction
- business vocabulary (no slang)

RECOMMENDATION: check out sample short reports/proposals

Include in your team's proposal document for the one-day workshop:

- Cover page: Your company name and logo
- Headings: the seven (7) parts— how-to <https://support.office.com/en-us/article/add-a-heading-3eb8b917-56dc-4a17-891a-a026b2c790>
- Information for the seven (7) parts using business communication best practices
- Four (4) graphs that represent the results of your four survey questions; use the data to support your argument for the workshop's usefulness; place the graphs under Problem/Purpose—show that you understand the problem and that you have a realistic solution
- Conclusion: you have the data to prove that your proposed workshop/presentation will assist your colleagues in getting a good start in [insert your chosen country here].

Upload your proposal to the Canvas assignment.

Resources:

How to use headings in a Word document <https://support.microsoft.com/en-us/...rs=en-us&ad=us>

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