Business Proposal / Project Plan

Applicant Company's Information

Name of Company	:
Project Title	:
Estimated Project Start Date	:
Estimated Project End Date	:
Name of Project Manager	:
Contact Number	:
E-mail	:
No. of Staff	:

ICT Solution Provider's Information

Name of Company	:
Name of Project Manger	:
Contact Number	:
E-mail	:
No. of Staff	:

** To Note:

- *Project must not have commenced prior to approval from IDA*

- *iSPRINT support will only be given to development works that are carried out locally.*

- *All information required in this proposal is mandatory. A business proposal with the complete information will help to shorten the turnaround time for processing.*

- *If project is supportable, the actual project period will be reflected in the iSPRINT application form.*

SECTION A: COMPANY PROFILE & BUSINESS STRATEGY

1. **COMPANY BACKGROUND**
   a) Provide an introduction to the company (years in business, organization structure, staff strength, market / regional coverage, current clients / customers, etc)

   b) What is the main business activity of the company? Please describe the services and products that it provides?

   c) Provide an overview of the company's financial health status (past profitability trends, revenue growth trends)

2. **FUTURE PLANS**
   a) What are the company's vision/ business objectives? What are the plans of the company over the next 5 years?

3. **EXISTING OPERATIONAL PROCESSES**
   a) Provide an overview of the current IT capability in the company.
      (IT dept size, annual IT revenue expenditure, current IT setup etc)

   b) List down the existing IT system(s) or software that your company is using.

   c) Indicate if the business function(s) will be computerized under the proposed system.

Business function(s) where IT system / software is being used	Name of IT system / software in use	Business function will be computerized in this proposed system? (Yes/No)
☐ Accounting & Finance		
☐ Payroll & Leave		
☐ Human Resource Management (exclude Payroll & Leave)		
☐ Inventory or Stock Control		
☐ Sales Management		
☐ Marketing (e.g. corporate/ e-Commerce website or portal)		
☐ Others (please specify):		

SECTION B: DETAILS OF PROJECT

1. **CHALLENGES**
   a) What are the current challenges that your company is facing?

   b) How is the situation being handled now?

   c) How does the proposed new system overcome the challenges?

Current Challenge(s)	Before implementation of proposed system)	After implementation of proposed system

2. **THE PROPOSED NEW SYSTEM**
   a) How does the new system work? Describe its functions / modules.
   (Where possible, use flowcharts)

   b) What are the technology, hardware and software used?

   c) What are the security and data protection measures put in place to safeguard the data in the system?
   (Where applicable, especially for system that captures Personal Data)

3. **PROJECT ORGANISATION**

   Applicant Company
   a) Specify the personnel (with designation) identified in your company to oversee and manage the system after implementation.

   b) Did your company evaluate any other ICT Solution Providers and what are the reasons that this is chosen over the others?

   ICT Solution Provider
   c) Provide the details of the project team from the ICT Solution Provider and the roles & responsibilities of all project members listed, according to the format below.

Name & Designation	Role and Responsibilities in Project	Qualifications (e.g. education level, certifications, etc)	Relevant Working Experiences

d) Provide the background, key business focus, track records of ICT Solution Provider undertaking the project.

4. MILESTONES

a) Provide the project duration (start and end date) and a chart to show the timeline for completing the project. Indicate team members' involvement (in terms of man-days/ months) in the relevant phases.

S/N	Tasks	Estimated no. of man-days required	Elapsed Time (week)	Estimated cost incurred	Project Members Involved
1.	User requirements gathering				
2.	System development, implementation & customization ■ <<module 1**>> - <<work/task1 for module 1>> - <<work/task2 for module 1>> - <<work/task3 for module 1>> - …				
	■ <<module 2**>> - <<work/task1 for module 2>> - <<work/task2 for module 2>> - <<work/task3 for module 2>> - …				
	■ <<module 3**>> - <<work/task1 for module 3>> - <<work/task2 for module 3>> - <<work/task3 for module 3>> - …				
3.	User acceptance testing				
4.	Post implementation review				
5.	Training				

*** Note: Please provide breakdown of works, man days and costing for the development and customization efforts for each individual business module.*

5. COSTS

Provide the project costs in the following format:

Item	Description (e.g. specification of hardware, no. of software licenses, etc)			Cost (S$)
Consultancy Services	███████████████████████████			
Hardware				
Software				
Training	███████████████████████████			
Pay-Per-Use Services	Recurring Monthly	No. of	Duration	

(if applicable)	Usage Fee	Units	(Months)	
		TOTAL PROJECT COSTS		

6. BENEFITS OF THE INTENDED PROJECT

a) What is the impact of the project on the company's operations, business and capability development?

b) Please highlight the quantitative and qualitative benefits where possible and provide justification on how this is achievable.

7. CHECKLIST

Please ensure that the <u>LATEST VERSION</u> of <u>ALL</u> the following documents are submitted together with the business proposal:

	Yes	No	N/A
a) Latest ACRA[1] business profile of Applicant Company	☐	☐	
b) Latest ACRA[1] business profiles of corporate shareholders (applicable if corporate shareholders hold 20% or more of the total shareholding)	☐	☐	☐
c) Latest ACRA[1] business profile of subsidiary company (applicable if Applicant Company holds 50% or more of the total shareholding)	☐	☐	☐
d) Audited financial statements[2] of the Applicant Company for last two (2) years, or if audited financial statements are not available, management accounts of the Applicant Company for last two (2) years (certified true copy by a director of the Applicant Company).	☐	☐	
e) Audited financial statements[2] of corporate shareholders and subsidiary companies for the last 2 years	☐	☐	☐
f) Business Proposal	☐	☐	
g) Quotations[3] from at least 3 different ICT Solution Providers	☐	☐	
h) Latest ACRA[1] business profile of the appointed ICT Solution Provider	☐	☐	
i) CVs of the consultants in the appointed ICT Solution Provider	☐	☐	

Note:
[1] **Latest ACRA business profile must be <u>NO MORE THAN 6 months</u> from the date of business proposal submission.**
[2] **Latest financial statements must be <u>NO MORE THAN 18 months</u> from the date of business proposal submission.**
[3] **Quotations from ICT Solution Providers must bear the signature/company's stamp of the ICT Solution Provider.**