

Annex J: Template for Executive Summary (One Page)

Title of Proposal:

Submitted by: <Name, Designation, name of Proposer>

Objective

Name of Proposer> would like to submit the proposal with the following objectives.

Costing

<Name of Proposer> would like to submit the proposal costing <\$xxx total programme fees>.

The proposal covers the deliverables with the respective costs and estimated headcounts and projects to be trained

	No. of training headcounts/projects	Total Cost
Deliverable 1	<No. of headcounts>	
Deliverable 2	<No. of projects>	
Deliverable 3	<No. of headcounts>	

Summarise the key jobs and skills needs in the healthcare sector from the perspective of the Proposer.

Summarise the strategy and key execution plans for the Proposer to achieve the no. of headcounts and projects listed in the table.