

1. [Title] PRESENTATION TITLE
2. [Text] OBJECTIVE
3. [Bullet] PRESENT SITUATION
 - a. Describe current problems and needs
 - b. Expand on each by giving implications
 - c. Describe up to a total of five
4. [Bullet] SOLUTION
 - a. List the benefits of your solution
 - b. Help listeners visualise value of benefits
 - c. Describe up to a total of five
5. [Bullet] COST BENEFIT ANALYSIS
 - a. List the areas of savings
 - b. Show how costs are offset by savings
6. [Bullet] SUMMARY
 - a. Summarise the solution benefits
 - b. Restate the savings
7. [Bullet] ACTION
 - a. Tell listeners the next steps to be taken
 - b. Ask for questions