1. [Title] PRESENTATION TITLE
2. [Text] OBJECTIVE
3. [Bullet] PRESENT SITUATION
   a. Describe current problems and needs
   b. Next problem or need
   c. Describe up to a total of five
4. [Bullet] SOLUTION
   a. List the benefits of your solution
   b. Next benefit
   c. Last benefit
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] ACTIONS
   a. Tell listener the next steps to be taken
   b. Ask for questions