

**BUSINESS PROPOSAL TEMPLATE**

Name of Company :

Title of Project : HR Tech X <Name of Provider>: <Name of SME>

**SECTION A: COMPANY BACKGROUND**

1. Corporate Information:
  - a) Year of Incorporation
  - b) Current Headcount (local vs foreign; % PMET jobs- where PMET would be those with polytechnic diploma qualification and above)
  - c) Market/Regional Operations
  - d) Any subsidiary/parent coy information (if any)
2. What is the main business activity of the company? Please describe the services and products provided.
3. What are the company's strengths and weaknesses? (This can be in terms of management background, uniqueness of product, operations, market access)

**SECTION B: COMPANY BUSINESS GROWTH PLANS**

1. Projected year-on-year revenue growth
2. Projected year-on-year staff size growth
3. Projected increase in number of business units/branches
4. What are the company's growth plans for the next 3 years?
5. What are the company's strategy to achieve these growth plans?

**SECTION C: EXISTING HR MANAGEMENT PROCESS**

1. How is HR currently managed in the company?
2. What the current HR challenges that the company are facing?
3. What are the current HR Technologies (if any) used by the company? This includes payroll software, leave systems and paid recruitment platforms.

**SECTION D: PROJECT OBJECTIVES**

1. How will this project address the HR challenges of the company?
2. How does this project align with the company's future growth plans?
3. What are the additional capabilities that this project can bring?

**SECTION E: PROJECT SCOPE**

1. Please select the respective project scope that corresponds to this project.

*\*to be reflected from the provider's Scope of Work.*

<b>Project Scope</b>	<b>Project Deliverables</b>	<p><b>Measurable Productivity Gains<sup>1</sup></b></p> <p><i>&lt;The SME will need to be able to display (1) cost-saving and (2) man-hours saved as a result of the project.</i></p> <p><i>These savings should constitute realistic opportunity costs which</i></p>
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		<i>the SME would have faced without the CDG-HR grant.&gt;</i>
Needs Analysis	<p>Reviewing the company's internal HR processes to determine those that could be best complemented or augmented with HR Tech.</p> <p>The needs analysis could also cover minor enhancements to the SME's key HR policies and procedures.</p>	<p><i>For example: (a) Management time &amp; hourly cost, (b) Staff time &amp; hourly cost, (c) Cost of hiring professional HR staff to develop capabilities, etc.</i></p> <p><i>The SME can also show qualitative gains if possible.</i></p>
Provision of SaaS		

*(please add on more rows/information if necessary)*

*<sup>1</sup>As this is a Pilot, SMEs are required to provide (to the service providers), information relating to certain tracking indicators, in order to determine the productivity gains before, during and after the project implementation. Examples of these indicators are time savings, cost savings, qualitative feedback and benefits obtained from the project.*

*This information will not be at the individual level, nor involve sensitive company data (such as revenue). The list of indicators will be shared by providers upon project on-boarding.*

2. Please provide a breakdown of the following fields

<b>Item</b>	<b>Detail</b>
Name of Service Provider	[As per ACRA Records]
SME Staff Count	[Current Headcount] [Projected Headcount Within One Year]
Project Commencement & Project End Date	[DDMMYY – DDMMYY]
Component 1:	[Total Fee Per Annum]
Component 2:	[Total Fee Per Annum]
Total Cost	[Total Annual Cost Of Project]