



# PROPOSAL KIT SAMPLE

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# 1. Introduction

## 1.1 Purpose of this document (Objectives)

<< Insert the purpose of this document, its objectives, and its intended audience. >>

*Example: The purpose of this document is to formally recognize and codify the policies and procedures the Company wishes to enact in order to organize the Software Training Company provides to employees and vendor. The goals and objectives listed in this plan are meant to allow the Company to achieve a consistent training experience. The Company provides its Employees, Staff and Vendors this Software Training Plan as an overview of the required steps and policies to be enacted when developing or executing Software Training.*

## 1.2 Scope of Document

<< Insert description of the scope of this Software Training Plan and whether this covers an entire application or a component thereof. Indicate whether this training plan or shall be governed or supersedes other policy documents that may already be in place concerning training or a specific process or procedure. >>

### 1.21 Scope Constraints

<< Insert constraints, such as schedules, costs, interactions, overview, or any other information relevant to the training desired. >>

## 1.3 Goals of this Plan

<< Insert an overview or brief description of the product, software, or other desired end result that is being achieved by this Software

**The rest of the content has been removed from this sample. The entire 15 pages of the document are included in:**



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