

SAMPLE. This is a specimen document built to show a company what it receives. It is not issued to anyone, the learner and the company named here are fictional, and it carries no value as a record.

Transformation plan — specimen

The project document a company endorses before any training is booked. Two signatures, both dated, are what make it submittable. Written so a company with no training department can fill it in one meeting.

1. The company

Legal name and UEN	Northstar Facilities Pte Ltd, UEN 00000000X (fictional specimen)
What it does	Facilities and cleaning services, 3 sites, 41 staff, 6 supervisors
Today's problem, in one sentence	Written work — quotations, complaint replies, inspection reports — is done by two supervisors, so quotes go out late and the same mistakes repeat.

2. What changes, and how it is measured

Outcome	From	To, by	Measured how
Quotation turnaround	3 days	Same day, by June 2027	Date and time on every quotation issued
Staff who can draft their own reply	2 supervisors	12 staff, by June 2027	Named list, with the date each one passed
Repeat errors in inspection reports	Not counted	Counted monthly, halved by Dec 2027	The error log started in session 1

3. The project, in three parts

Part	What is bought	Cost	When
Training	Stage 1 for 12 staff, 16 hours each, in-house	S\$0,000	Within 3 months of award
Software	The company's own AI workspace and document library, set up and handed over	S\$0,000	Month 1
Advisory	Policy, data-handling rules and the step-up plan written with the company	S\$0,000	Month 1 to 2
Total project cost		S\$0,000	Inside 12 months

4. What the staff get out of it

At least one, in the company's own words: a wage step on completion; a skills allowance; or a Career Development Plan that is written down and explained to staff, with the meeting date recorded. Write the chosen one here: chosen outcome and date

5. Sequence, and what must not happen

- Plan endorsed by both signatories below.
- Application filed by the company itself. No consultant files on the company's behalf.

3. Award, then the clock starts: everything bought and implemented inside 12 months.
4. **Nothing is delivered and nothing is invoiced before the award.** No first session, no deposit, no pilot run for the same staff, because a project begun in part before the award is not payable.

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Senior management representative — name, designation, signature, date	Worker representative — name, signature, date