

Solution Proposal Framework (Tool 3b)	
A.	Business driver or need and the related execution gap
B.	Root causes of the execution gap. 80/20 rule applies.
C.	Relevant performance readiness needs (training and non-training). 80/20 rule applies.
D.	Preferred and alternative training and performance solutions ¹
	(a) Guiding objectives and measures for performance readiness (training and non-training), execution in the work setting, and business outcome
	(b) Preferred solution
	(c) Pre-engagement action
	(d) How preferred solution focuses on root cause
	(e) How preferred solution addresses ineffective habits (if they are a potential issue)
	(f) How preferred solution addresses performer confidence
	(g) How preferred solution addresses each performance readiness need, and significance of addressing each need to achieve desired performance result
	(h) Delivery methods, developmental actions, and time spaced requirements
	(i) Transfer action and strategy (or a compelling reason we do not need it)
	(j) Expected benefits and outcomes that should result from preferred solution
	(k) Per-person cost of the solution, total budget, and how costs are charged
	(l) Key support resources required
	(m) Delivery and follow-up preferences and constraints
	(n) Concerns about the delivery and execution in the work setting
E.	Additional client support required
F.	Use client input and estimating to forecast the ROI if required
G.	Summarize recommended approach for rapid verification of results

¹ Consider the best strategy to briefly present the alternative solutions and then focus on the preferred solution.