

How to write a **BUSINESS PLAN** - Step by step

Title Page:

Title of your plan should be included here.
Examples: Marketing plan, financial plan, production plan, growth plan, etc.



Executive Summary:

A short description of why the plan is needed. Make it compelling. Show competitive edge. Write it last.



Company Description:

Describe your company's vision and goals.



Products and Services:

What kind of product or service is included in your plan.



Marketing Plan:

How to attract customers and improve market communication.



Operational Plan:

How product will be manufactured and services delivered. Day to day processes.



Financial Plan:

Financial projections, funding requirements, profitability, cash flow.



Management:

Company structure, organization and systems to improve overall company management.



Business Plan Writing Tips:

- ❑ Start out with sound research to establish a solid foundation.
- ❑ List all your assumptions clearly for the reader.
- ❑ Be realistic! Unrealistic statements and financials are a turn off.
- ❑ Keep the content concise. Bullet points are good!
- ❑ When the plan is completed, have a pro design it to help visualization.

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Making Decisions, 2008-11-18 As a manager, you make countless decisions every day. Some are straightforward, such as assigning a team member to a project. Others are far more complex, such as determining how to handle an underperforming product line. How can you boost the odds of making the best decisions for your organization? Treat decision making as a process. This volume

reveals key strategies for handling each step in the process You ll find out how to Generate a diverse set of alternative courses of action for the decision at hand Assess the feasibility risks and ethical implications of each alternative Select the best course of action Communicate your decision and carry it out

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