

BUSINESS PLAN



UBUHLEBEZWE MUNICIPALITY

**Project
Name**

Business Plan Summary

Name of owners	
Business name	
Nature of business	
Location	
Address	
Telephone	
Fax	
E - mail	
Legal status	
<u>Financial status</u>	
TOTAL PROJECT COSTS	R _____.
OWNER'S CONTRIBUTION	R _____.
AMOUNT REQUESTED	R _____.

PROJECT SUMMARY

A large rectangular area containing horizontal dashed lines, intended for writing the project summary.

MARKETING PLAN

PRODUCTION PLAN

ORGANISATION & MANAGEMENT

FINANCIAL PLAN

1.2 COMPETITIVE ANALYSIS OF PRODUCTS/SERVICES

FEATURES	OWN BUSINESS	COMPETITOR 1	COMPETITOR 2	COMPETITOR 3
Product quality				
Price/s				
Delivery time				
.....				
.....				
.....				

RATING: 5 – outstanding
 4 – very good
 3 - satisfactory
 2 - fair
 1 - poor

1.5 COMPARISON OF SELLING PRICE

PRODUCT/S	OWN PRICE	COMPETITOR'S	PRICE _____.
		LOWEST	HIGHEST

1.6 SALES FORECAST

PRODUCT I

MONTH	SALES IN VOLUME (units)	TURNOVER (rand)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL		

1.6 SALES FORECAST (cont.)

PRODUCT II

MONTH	SALES IN VOLUME (units)	TURNOVER (rand)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL		

1.6 SALES FORECAST (cont.)

PRODUCT III

MONTH	SALES IN VOLUME (units)	TURNOVER (rand)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL		

1.6 SALES FORECAST (cont.)

SUMMARY OF PROJECTED TURNOVER

Products	Turnover (rand)
1.	
2.	
3.	
4.	
5.	
Total	

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2.1 OUTLINE IMPLEMENTATION PLAN

Activities	Time (month)										Resources
	1	2	3	4	5	6	7	8	9	10	

2.5 OVERHEAD COSTS

Details	Costs in Rands
Rent	
Insurance	
Stationary	
Electricity / water	
Telephone / fax	
Owners salary	
Interest on loan/funding	
Depreciation	
*	
*	
*	
*	
*	
*	
*	
*	
*	
*	
*	
*	
*	
TOTAL	

2.6 PRODUCTION COSTS / COST PRICE

Products	Projected production volume	Material costs	Labour costs	Overheads costs	Total cost per product

2.7 SELLING PRICE

$$\begin{array}{rclclcl}
 \boxed{\text{MATERIAL}} & + & \boxed{\text{LABOUR}} & + & \boxed{\text{OVERHEADS}} & = & \boxed{\text{TOTAL COSTS}} \\
 & & & & & + & \boxed{\text{MARK UP}} \\
 & & & & & = & \boxed{\text{SELLING PRICE}}
 \end{array}$$

PRODUCTS	TOTAL COSTS (see 2.6)	MARK UP %	SALE PRICE
I			
II			
III			
IV			
V			

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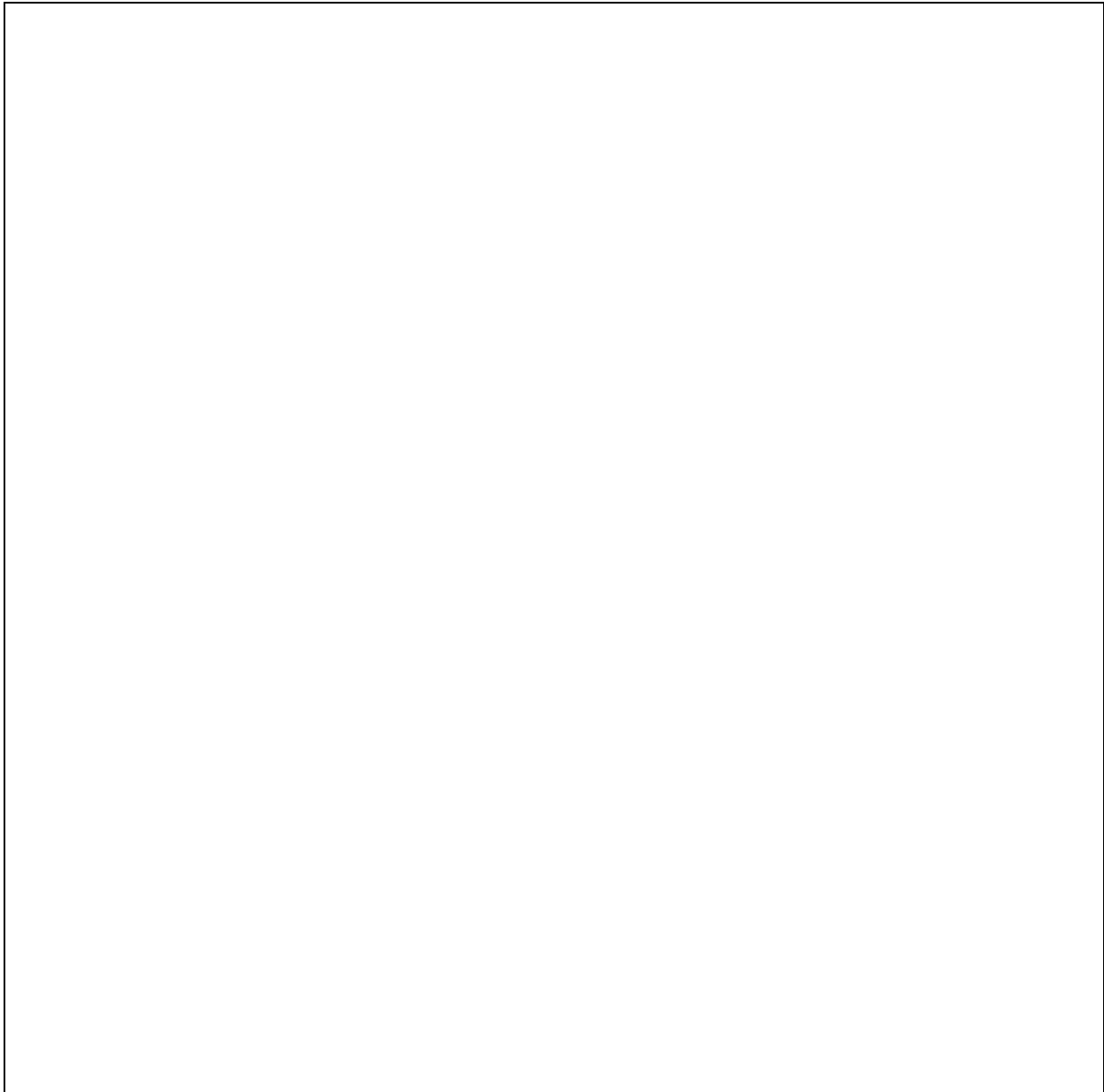
3.1 LEGAL FORM OF BUSINESS

Which is the best legal form for the business?

It is recommended that you register your business. Small businesses can be registered as a “Sole Proprietor”, “Close Corporation”, “Partnership”, etc. It is up to the project owner/s to decide about the legal form which suits the business best.

3.2 ORGANIZATIONAL STRUCTURE

The organizational structure refers to the position of the employees and management in an enterprise. Please outline the organizational structure of your project.



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4.1 PRE – OPERATING EXPENSES

Pre-operating expenses are incurred before the business starts the process of delivery. Examples are the registration of the business, advertising, training, etc.

Please outline the pre-operating expenses for your project:

Expense items	Amount
Registration of the business	
Advertising	
Consultants	
Renovation of premises	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
Total pre-operating costs	

4.2 OWNERS CONTRIBUTION

Form of owners contribution	Estimated value in Rands
Cash	
Stock	
Tools/equipment	
Others	
Total owners contribution	

4.4 CASHFLOW STATEMENT

MONTHLY CASHFLOW STATEMENT								
MONTHS								
	PARTICULARS	PRE-OPERATING	1	2	3	4	5	6
	CASH INFLOW							
1	Balance at beginning of month							
2	Cash Sales							
3	Cash from Debtors(credit sale)							
4	Other income/Loan							
	TOTAL CASH INFLOW							
	CASH OUTFLOW							
5	Assets							
6	Raw material							
7	Labour							
	OVERHEADS							
8	Owners salary							
9	Other salary/wages							
10	Rent							
11	Telephone / fax							
12	Water /electricity							
13	Advertising							
14	Bank charges							
15	Insurance							
16	Maintenance & repairs							
17	Stationary							
18	Transport							
19	Interest on Loan							
20	Loan repayments							
	TOTAL CASH OUTFLOW							
	ENDING BALANCE							

5. FUNDING REQUIREMENTS (Please kindly state what you are asking to be funded with, be clear and if possible attach quotations).

Description of Item	Quantity	Unit Price	TOTAL
Total			