

Business plan (2)

Name

Centre

What you need to make it happen

| Resources | Your information | Explanation | Hints and tips |
|------------------|------------------|---|--|
| Equipment | | Details of what you need to spend money on to set up and run your business (such as phones, computer, office equipment) or to make your product (machinery, tools). Who will supply them? | Even if you only need a mobile phone to begin with, you need to make sure you include it in your start up costs. |
| People | | For yourself (and any employees if you have them), associated costs (salary, national insurance, tax). | This is all about the money, showing that you're aware and planning for all expenses. |
| Premises | | Where your business will operate from, how it will operate; associated costs (such as rent, lighting, heating, phone and internet connections). | Again this may not be an issue right from the start but you need to factor in the costs. |
| Supplies | | Materials you need to make your product or deliver your service; to keep your business running or get ready for increased demand. | Shows that you've done your research, got good prices from your suppliers, and know the customers you're aiming for. |
| Stock | | How much stock you need to keep in hand to satisfy customer needs (how much, where and how to store it, how long you can store it). | Shows your ability to plan, organise, forecast and be ready for the unexpected. |