

Worksheet 7: Putting it all Together (Lesson 9)

This is the worksheet to use when completing Lesson 9 of the *Creating a Business Plan* course, *Putting it all Together*.

Question 1: Create a conclusion to your document

Instructions: First read through activity 1 of Lesson 9, *Putting it all Together*. Answer the three questions below:

Summarise critical risks:

Itemise major assumptions:

Make a Go/No-Go decision:

Question 2: Summarise its contents in the executive summary

Instructions: First read through the second activity of Lesson 9, Putting it all Together. Create your Executive Summary by describing each of the following:

Describe your business vision/idea including your key objectives, core services and client groups

Describe your marketing strategy ie how will you find your clients?

Describe how you will run your business from an operational standpoint including the businesses structure and core staff requirements

Describe the financial considerations including your startup costs (including the amount you are seeking if you are looking for financing) and your expected first year profit or else your estimate of when you foresee a positive cashflow and for how much.

Congratulations! Your Business Plan is now finished.