

Preparing a Business Plan

A business plan shows how you hope to succeed in business.

Use as many resources as possible in preparing your business plan (i.e. Statistics Canada, Huron Business Self Help Office, Libraries, etc.) The Huron Business Self Help Office has available: videos, books, examples, Internet references, and computer software on preparing business plans. If you are interested in using the business planning software, please call the Office at 519-527-0305 to reserve computer time (there is no charge for using the computer). A complete business plan will greatly enhance your ability to demonstrate the potential for your business idea.

This disk simply represents one example of a business plan outline. If other relevant information will enhance the business plan please include it in the appendix. If you intend to add information in the appendix make sure that it is referred to in the main part of your plan. Some examples of appendixes that should be considered an essential part of your presentation are resumes of critical personnel, financial statements, property appraisals, photographs or sketches of products and equipment, photocopies of relevant certificates and memberships.

The attached business plan is intended to be used as a guide only. Before you begin, create a copy of it so that you always have an original to go back to. This way, if you delete something from the outline and you wished you didn't, you will always have the original. Upon completion of your plan remember to adjust the table of contents and page numbers.

To create your business plan just place the cursor below the printing and start typing. Remove the areas in red as you complete the section. The red type is intended to help you understand what should/could be included in each area.

Don't forget that it can take some time to research and write a business plan. It is not meant to be written from the beginning to the end. You will find that you must continuously be going back to previously written sections to adjust it/change it/add to it, based on the decisions you make in other areas. You will also find that there is a fair amount of repetition as all the areas begin to connect together.

Most of all remember that the business planning process is a very important one and deserves a lot of time and energy. This tool can help you determine if your business idea can really be a viable business.

Good luck!

Copy Instructions

- “click implies one left click with the mouse”
- “type” implies keyboarding

Please ask for assistance if necessary.

Put disk into the computer and open Microsoft Word

Click on File located on the task bar

Click on Open

Click in the Look In area box and “type” or “choose” a:

You should see two files: businessplan and instructions

Click on businessplan

Click Open and the business should open up

Click on File located on the task bar

Click on Save As

Click in the Save In box and “type” or “choose” a:

Click in the File Name box and “type” **yournameplan**

Click Save, it will take a several seconds to complete the save

Close all your documents

Click on File located on the task bar

Click on Open

Click in Look In box and “type” or “choose” a:

You should see three files: business plan, instructions, and

yournameplan

Open **yournameplan** and start