

BUSINESS PLAN TEMPLATE
(Proposed Minimum Contents)

ADMINISTRATION INFORMATION

Name of Co-operative:

Main Business Activity:

Postal address:

Physical Address (Location of Operation):

Contact person:

Contact details:

EXECUTIVE SUMMARY

Insightful overview of the Business Plan that highlights critical aspects of the entire plan:

- Provide a brief description of the business and background on the management team
- Provide the reason why funding is required, provide brief details of how these funds will be applied and an overview of the socio-economic benefits

1 INTRODUCTION AND BACKGROUND INFORMATION

Provide information on the following:

- *Current situation of the co-operative, its members and employees*
- *Business activities of the co-operative (for start-ups, intended activities)*
- *Amount of capital required and how the capital will be provided (funding structure)*

2 MANAGEMENT TEAM

Provide information on management team by including the following:

- *Their key responsibilities (Attach CVs)*
- *The main skills and competencies they have*
- *Their work experience relevant to the business of the co-operative*

3 MARKETING PLAN

Provide information on customers by including the following

- *The unique selling proposition*
- *Product mix*
- *Target market and geographic coverage*
- *Market size and growth prospects in terms of number of products, monetary value and number of customers*
- *List of existing and potential customers*
- *Letters of intent, contracts and orders on hand*
- *Distribution channels*
- *Competition in terms of barriers of entry and substitute products,*
- *Action plan to realise objectives*

4 MANUFACTURING or PRODUCT/SERVICE PLAN

Provide information on operations by including the following:

Specification of the Product/Service

- *Descriptions of the product or service (form, fit, usage)*
- *Raw materials and component parts required*

- *At what stage of development is the product? (idea, concept, pre-feasibility stage, etc.)*

Equipment

- *Details on fixed facilities/fixed assets involved in production (building, machinery and other equipment)*

Production/Manufacturing Processes

- *Manufacturing Process - Process of putting together and managing the activities*
- *Factory output capacity per month, per product line*
- *Environmental Impact Assessments*
- *Production costs*
- *Quality control/reject rate*

Manpower Plan

- *Staffing Requirements – number of employees needed to manufacture the product or deliver the service;*
- *Skills and expertise required*

5 FINANCIAL ADMINISTRATION PLAN

- *Finance required*
- *How are the co-operative's financial needs going to be met (Sources of funding)*
- *Funds utilisation - provide details of how these funds will be applied*
- **ACTIVITIES APPLIED FOR**

Activities	Quotation 1 Service Provider	Quotation 2 Service Provider	Quotation 3 Service Provider
1	R.....	R.....	R.....
2	R.....	R.....	R.....
3	R.....	R.....	R.....
4	R.....	R.....	R.....
5	R.....	R.....	R.....
Total	R.....	R.....	R.....

- *Is the co-operative going to sell on cash or credit basis*
- *What payment arrangements were entered into with suppliers? Cash or Credit*

Appendix A CVs of the Management Team

Appendix B SWOT Analysis

Appendix C Financial Statements

- Existing Co-operatives - If your co-operative has been in existence for the last three years please provide the financial statements of the Co-operative for the last three years.
- Start-up Co-operatives - If your co-operative is a start-up please provide Projected Income Statement, Balance Sheet and Cash Flow Statement for the next 3 years.