**Activity: Parts of a Formal Business Plan**

***Directions:*** *Complete the activity by researching the information using the LAP Module: Plan Now, Succeed Later (bkavass.weebly.com). Assignment is worth* ***100 points.***

* ***Open this document from bkavass.weebly.com and type in the information. Email to kavasschs@gmail.com***

A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a document that describes a new business. It explains to lenders and investors why the new business deserves financial support.

Why make a business plan?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The parts of a business plan include the following:

|  |  |
| --- | --- |
| **Section of the Business Plan** | **What to Include in this Section** |
| Executive Summary |  |
| Table of Contents |  |
| Company Description |  |
| Product(s) Offered |  |
| Market Analysis |  |
| Strategy and Implementation |  |
| Management Plan |  |
| Financial Plan |  |
| Appendices |  |