
Small Business Plan Guide

Student name: _____

School: _____

Telephone: _____ Fax Number: _____

Section 1—Introduction

A. Identify and describe the product or service your business is planning to offer in your school.

B. Is this product or service a need or a want? Explain.

Section 2—Organization

A. Is this business

- a one-time-only venture?
- replacing an already existing service/product?
- competing with an already existing service/product?

B. Is your business going to be

- run by an elected CEO?
- run by a board of directors?
- run by democratic majority voting?

Section 3—Action Plan

A. Goal: _____

Small Business Plan Guide (2)

B. Objectives to reach goals:

Delivery system for providing product/service: _____

Location: _____

Time frame/deadlines: _____

Financing: _____

Marketing strategies: _____

Target population: _____

Evaluation—how will we know if we have succeeded? _____

Materials needed: _____

C. Tasks that will help complete the objectives:

Assigned to:

Small Business Plan Guide (3)

D. Skills required to complete tasks:

Communication skills: _____

Mathematical skills: _____

Problem-solving skills: _____

Social skills: _____

Technological skills: _____

Research skills: _____

Section 4—Final Results

A. Total student time logged (add together each student's time): _____

B. Total income: _____

C. Total expenses: _____

D. Profit (total income (B) – minus total expenses (C) = profit):

E. Profit (D) divided by total student hours (A) provides hourly rate of pay per student:
