



Business Plan Template

**SESSION 1: INTRODUCTION TO
BONDING AND BUSINESS PLANNING**

**SMALL CONTRACTORS INITIATIVE:
BONDING & ACCESS TO CAPITAL**

Business Plan Template

Instructions: Quickly—almost intuitively—fill in the following six tables in 10-minute bursts of activity.

1. Describe the business.

a. What does my business provide?

	<u>Type of Job</u>	<u>Target Clients</u>
A.	_____	_____
B.	_____	_____
C.	_____	_____

b. 5-Year Projections: How much work will we do over the next 5 years?

Type of Job	Current Production	Yearly Production Schedule / Volume						
		20__	20__	20__	20__	20__	20__	Total
A.								
B.								
C.								
Total								

c. Where and when will my business operate?

- Main Target Area: _____
- First Growth Area: _____ Starting in year: _____
- Second Growth Area: _____ Starting in year: _____

2. Respond to scarcity – Describe how the scarce items will be provided.

What is scarce? How will we provide it?

Scarce Resource Y/N?	Strategy
Contracts	A. _____ B. _____ C. _____
Equipment	A. _____ B. _____
Money	A. _____ B. _____
Skilled Labor	A. _____ B. _____
Professional Consultants	A. _____ B. _____
Other	A. _____ B. _____

3. Getting the jobs done.

How will the contracts or services will be provided, and by whom?

Function	Role	Actor – Name	Backup
In-House	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Subcontracts	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Professional Consultant	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Others	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

4. Gather financial information.

Financial Statements: For the current year and past 2 to 3 years, do I have the following?

Financial Report	Have	Need
Balance sheet		
Income statement		
Statement of cashflows		
Accounts receivable and payable schedules		
Schedules of work in progress and contracts completed		
Schedule of general and administrative expenses		
Accountant's opinion – for audited statements only		
Projected capital budget – for equipment, property, etc.		
Cashflow projections – including cash used for and collected from business operations; selling and buying equipment, property, and other assets; and paying or collecting interest and dividends		
Key assumptions – including loan repayment schedules, labor and supply costs, and timely payments		

5. Marketing Plan – Describe the primary image, action items, and goals for your business marketing plan.

How do I want others to view my company?

Action Items	Have	Need
Project Completion		
Certifications		
Accolades		
Awards		
References		
Work in Progress		

Action Goals	3-Year Goals
Project Volume	# of Jobs: ____
Dollar Volume	\$ _____
Profit Margin	% _____
Growth	% _____

6. Risk Analysis

What are the five major and most likely risks to my venture's success?

Risks	Mitigation Plan
1.	
2.	
3.	
4.	
5	

7. Continuity Plan

Who will take over my business responsibilities and financial commitments if I am no longer able to?