

TASK 3: DESIGNING A TEMPLATE FOR THE BUSINESS PLAN

Objective

Students are able to:

- Design a template for formal document

Introduction

In a business document, design is a major issue since it represents the company itself. The design should be displayed by considering the company’s unique characteristics and theme

Instrument and Material Preparation

- Laptop/ Computer
- Internet connection

Activities

No	Activities	Duration
1	VP and department staffs learn several designs of official document as the inspiration in creating the company’s business plan design. Such design should contain cover, paragraph and picture layouting, and font type.	10’
2	Ask Administration Department to provide compiled business plan document. Make sure that such document meets the following elements: <ul style="list-style-type: none"> ▪ Executive Summary ▪ Table of Content ▪ Description and Management of the Company ▪ Management and Organization ▪ Economic Analysis ▪ SWOT Analysis ▪ Financial Information Instruct several staffs to work on the cover and layout. Determine the deadline.	60’
3	Ask facilitator to review the finished business plan document and note the issues found for improvement.	10’

Output

- Design of business plan document