

**TASK 4: PREPARE AND REVISE THE BUSINESS PLAN**

**Objectives**

Students are able to:

- Analyze the components of business plan which needs to be improved
- Provide recommendation to department relating to business plan improvement

**Introduction**

Business plan document is critical in providing descriptions on ideas, opportunities, and business strategies applied in company to commissary, who in this case, acts as jury of business plan competition. Such business plan should be the one that is able to define company’s goal and target simply and purposely.

**Instrument and Material Preparation**

- Laptop/ Computer
- Internet connection

**Activities**

No	Activities	Duration
1	<ul style="list-style-type: none"> <li>▪ VP prepares compiled business plan document and business plan assessment rubric. Such rubric may be accessed in VCI Portal.</li> <li>▪ VP find out the deadline of business plan submission</li> </ul>	10'
2	VP, along with department staffs, discuss about the compilation of company’s business plan as follow: <ul style="list-style-type: none"> <li>▪ Observe all components of business plan assessment in assessment rubric and compare them with the compiled business plan’s.</li> <li>▪ Create improvement or addition recording which needs to be done in business plan document by assigning authorized department for such improvement.</li> <li>▪ Create memo to each department relating to required business plan improvement and addition.</li> <li>▪ Include the submission date of the business plan improvement so that the compliation may be done before the submission deadline.</li> </ul>	70'
3	Collect each department’s improved business plan to be compiled. The compilation should pay attention to format, size and type of font. Submit the final documents to IT & Media Department for final touch.	10'

**Output**

- Improvement recording and business plan document enhancement
- Business plan document compilation

**Internet Activity**

Example of business plan in VCI Portal