

TASK DETAILS	
Title	<b>DESIGNING THE BUSINESS PLAN DOCUMENT</b>
Type	TEAM
Activity Stage	BUSINESS PROCESS
Department	<b>IT &amp; DESIGN</b>
Duration	2x SESSION, 2x LESSON HOUR
LEARNING OBJECTIVE	OUTPUT
<ul style="list-style-type: none"> <li>Analyze official document designs as inspiration for creating the business plan.</li> <li>Apply design elements (cover, layout, font, images) in the company's business plan document.</li> <li>Evaluate the business plan document through facilitator review and make improvements.</li> </ul>	Final Business Plan Document.

## INTRODUCTION

The design of a business document is important because it represents the company. The design should align with the company's unique identity and the theme it wants to convey.

No	ACTIVITY
1	<b>Studying Document Designs</b> <ul style="list-style-type: none"> <li>The VP and department members review examples of official document designs as inspiration for creating the company's business plan document design.</li> <li>The document design should consider the cover, paragraph layout, image placement, and font selection.</li> </ul>
2	<b>Preparing the Business Plan Document</b> <p>Obtain the compiled business plan document from the CEO and COO. Ensure the document includes the following elements:</p> <ul style="list-style-type: none"> <li>Executive Summary</li> <li>Table of Contents</li> <li>Company Description and Management</li> <li>Management and Organization</li> <li>Economic Analysis</li> <li>SWOT Analysis</li> <li>Financial Information</li> </ul> <p>Assign tasks such as cover creation and layout arrangement to several employees and set a target deadline for completing the work.</p>
3	Ask the facilitator to review the completed business plan document and take note of areas that need improvement.

## REFERENCE

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## TASK TEMPLATE

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