
Business Plan



Prepared by:

Business Plan

Business name

ABN

Business structure

e.g. sole trader, company, limited company, partnership, trust

Business registration

And renewal date

Any other licences needed

Domain name (if its different from your business name)

Domain provider

Domain renewal date

BUSINESS CONTACTS:

National or Federal tax agency:

Phone and website

State tax agency:

Phone and website

Local government agency:

Phone and website

Legal:

Accountant:

BUSINESS SUMMARY:

A sentence or two that summarises who you help or the service / goods you provide.

GOALS & OBJECTIVES:

What are your initial goals and objectives for your business e.g. to make a certain amount in dollar sales within the first 6 months, to grow my mailing list to a certain level, to have a certain number of social media followers. Adding specific numbers and time frames will help solidify your goals. Goals can also be more personal such as help a certain number of people with a problem, connect with a certain number of other people in your field, find a sense of purpose or spend more time with your family. You can write all of your goals down but focus on achieving about 3 at any one time.

PRODUCTS / SERVICES:

A brief description of what you plan to sell.

OPERATIONS OUTLINE:

Departments that cover all of the necessary functions for your business e.g. manufacturing, admin, finance. This will help you think about all of the operations that are needed for your business to run properly and is helpful for planning and strategy.

RESOURCES:

Books, websites, people where you can find help and information

Housebound Business Community (Sarah-Jane Smith)

<https://www.facebook.com/groups/houseboundbusiness/>

www.instagram.com/housebound_business_community

INSURANCES:

Or insurance quotes if its still being budgeted for.

Don't forget to include the providers name, the type of insurance, the quoted amount and the renewal dates

MY MAIN REASON FOR BEING IN BUSINESS IS

Link this to an emotional reason for a more powerful motivator e.g. security, or family

MY CORE VALUES THAT I BRING TO MY BUSINESS ARE

Use 3 to 6 values that are important for you to have in your business

THE TIME I CAN DEVOTE EACH DAY OR WEEK TO MY BUSINESS IS

BASIC SET UP COSTS WORKSHEET

Any costs for registration(s): \$39 for 1 year or \$97 for 3 years for business name registration
Cost for getting ABN: nil

Internet connection:
Provider
Capacity
Cost

Do you already have a suitable device for your operations or will you need to purchase one?

Type of Device:
Cost:
Software costs:
App costs:

Purchase of any other business equipment

Insurances

Will you need a website? Can you build it yourself or will you need someone else to build it?

Cost of domain name:
Cost of hosting:
Cost of website builder:

Do you need any stationery

Do you need any raw materials for manufacture

Do you need any specialised equipment for manufacture

Do you need any packaging materials

Do you need any outside contractors legal, accounting, office assistant, v.a. Or other

Any furniture you may need include specialised seating or mobility aids. Also including lighting

Increase to existing utility costs -
phone
data
electric