



[Your Business Name]



[Month, Year]



[Enter Your Organization Name Here]

Business Plan

[Enter Year Here]

General Contact Information

Name:

Address:

Phone:

Email:

Website:

Insert Organization Logo Here



Executive Summary

Description and Overview

- 1.1 Description of the Business Opportunity
- 1.2 Business Description
- 1.3 Mission Statement
- 1.4 Long-Term Goals
- 1.5 Business Objectives
- 1.6 Business Risks

Marketing Strategy

- 2.1 Competition
- 2.2 SWOT
- 2.3 Customer
- 2.4 Product or Service
- 2.5 Pricing
- 2.6 Location or Distribution
- 2.7 Promotion
- 2.8 Marketing Strategy
- 2.9 Sales Forecast

Business Operations

- 3.1 Production Costs



WOMEN IN TECHNOLOGY

-
- 3.2 Facility & Maintenance

 - 3.3 Equipment & Hardware

 - 3.4 Furniture & Fixtures

 - 3.5 Labor & Salary Requirements

 - 3.6 Taxes: Payroll, Other

 - 3.7 Expenses & Capital Requirements

Financials

-
- 4.1 Operating Budget

 - 4.2 Profit and Loss

 - 4.3 Capital Expenses

 - 4.4 Pricing Strategies

Additional Add-Ons

-
- 5.1 Start-up Financing

Appendices/Glossary



[Enter content here. Keep in mind that the "Executive Summary" should be the last section written during the development of your Business Plan.]



1.1 Description of Business Opportunity

[Enter content here.]

1.2 Business Description

[Enter content here.]

1.3 Mission Statement

[Enter content here.]

1.4 Long - Term Goals

[Enter content here.]

1.5 Business Objectives

[Enter content here.]

1.6 Business Risks

[Enter content here.]



2.1 Competition

[Enter content here.]

2.2 SWOT

[Enter content here.]

2.3 Customer

[Enter content here.]

2.4 Product or Service

[Enter content here.]

2.5 Pricing

[Enter content here.]

2.6 Location or Distribution

[Enter content here.]

2.7 Promotion

[Enter content here.]



2.8 Market Strategy

[Enter content here.]

2.9 Sales Forecast

Insert Sales Forecasting Tool



3.1 Production Costs

[Enter content here.]

3.2 Facility & Maintenance

[Enter content here.]

3.3 Equipment & Hardware

[Enter content here.]

3.4 Furniture & Fixtures

[Enter content here.]

3.5 Labor & Salary Requirements

[Enter content here.]

3.6 Taxes: Payroll, Other

[Enter content here.]

3.7 Expenses & Capital Requirements

[Enter content here.]



4.1 Operating Budget

Insert Cash Flow Tracking Tool
Insert Cash Flow Summary

4.2 Profit and Loss

Insert P&L Tracking Tool

4.3 Capital Expenses

[Enter content here.]

4.4 Pricing Strategies

[Enter content here.]



5.1 Start-Up Financing

[Enter content here.]



Appendices/Glossary

Include CV's or descriptions of your experience in business and education
Define in the glossary any specific or unique terms related to your business.



WOMEN IN TECHNOLOGY