Your Assignment: You will create a plan to start a business or organization. (You will share this with your group or the class at the end of this course.)

1. In two or three sentences, what is your vision for your business or organization?
   - Why do you exist?
   - What do you see for your business or organization in 20 years?
     - How many branches?
     - Where will the branches be?
     - How will your business or organization benefit society?
     - How will your business or organization benefit your employees?

2. Write your Vision Statement in a short sentence.

3. Write your goals for the first year: (Create a 12-month Goal Chart)
   - What activities will you do? (What are the activities and how many each month?)
   - What goals do you have for your building?
   - What goals do you have for your staff? (How many and when will you hire them?)
   - What goals do you have for your service? (What will you provide and when?)

4. How will you market and reach your customers?

5. How will you obtain the services your give to your customers?

6. What roles will you have for your staff during the first year? (Draw and Organizational Chart)
7. How many staff will you need for the first year and when will you hire them? (Create a timeline for hiring staff.)

8. How will you find your staff?

9. How will you train your staff?

10. Create a monthly Expense Budget for your organization for the first year.
    - Facilities rent or purchase and repair
    - Utilities (phone, water, electric)
    - Salaries
    - Legal and Taxes
    - Office Expenses
    - Inventory (Supplies you will need to provide your services)
    - Marketing
    - Repay loans
    - Travel
    - Training

11. Create a monthly Income Budget for the first year.
    (Your income must exceed your expenses)
    - Where will your income come from?