Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_

**Planning Your Business Plan**

Directions: You will be navigating the Entrepreneur website to learn how to prepare writing your business plan. Click on the link below to begin:

<http://www.entrepreneur.com/businessplan/index.html>



**How Long Should Your Plan Be?**

1. How many pages of text should a business plan be in today’s standards? How many pages of appendices should you have?
2. How many pages are too long for a business plan?
3. What should the average font size be on a business plan?
4. Words crammed together into small spaces should be avoided by doing what?

**When Should You Write It?**

1. Who doesn’t need a business plan?
2. Who is “the classic business plan writer?”
3. Are business plans used only for those just starting-up a business?

**Why Should You Write a Business Plan?**

1. Planning for the future: Whether plans today are long, short, elaborate or simple, they still contain the same basic elements they always have. What are these basic elements?

**Determine Your Goals and Objectives**

1. Determine your objectives: To plan your plan, you'll first need to decide what your goals and objectives in business are. What are the four questions that are an important part of building a successful business plan?
2. Goals and objectives checklist: What are three items on the checklist you feel are essential to have in your business plan?

**Plan Your Plan:**

1. *Do you intend to use your plan to help you raise money?* What will you need to focus on very carefully?
2. If you’re looking for a bank loan, what will you need to stress in your business plan?