

Standard Business plan requirements

Executive summary

A summary of the most important features of your project.

Organisation summary

An outline of your organisation's aims, objectives and legal status, the organisations and people you work with and details of other similar projects you have run.

Project background

An explanation of how the project has been developed so far and any relevant studies or research that has been carried out.

Strategic context

The aims and objectives of your project, including the need that your project aims to address, the outcomes and benefits of your project and how your project will achieve this.

Project delivery

Detailed information about the project, including the services, activities or facilities it will provide and a project plan or timetable.

Project resources

A description of the staff, management, supervision, partnership and volunteer resources you will need and how the project will be managed.

Project costs

A detailed breakdown of the capital and revenue costs for the project.

Financial appraisal

An explanation of all the financial implications of the project, including income and expenditure requirements and any assumptions made.

Marketing and communications strategy

The methods that will be used to publicise your achievements and who the target audience is.

Monitoring and evaluation

How the project will be monitored and evaluated.

Risk analysis

An assessment of the risks associated with the project and any threats to it.

Supporting information

Key details that support your business plan.