Checklist of the project: a descriptive tool

Description of the activity

Through this exercise you will learn how to make a check list, which in some ways can be seen as your business plan for your business project. The goal is to verify if all the elements were taken into account and properly assessed. This checklist is a retrospective tool as it can be used at the beginning of the project but also during and after the project, allowing you to check and update the content.





Title / Name of	
project	
project	
1. THE IDEA AND THE PRODUCT	
1.1. Professional ex	periences, responsibilities of the proponent.
100	
1.2. General idea	of the activity. Type of product or service
1.3. How do I prod	uce? (cycle)
Daily cycle.	
Weekly cycle.	
Annual cycle.	
1.4. Production pla	ice. Head Office.
1.5. Equipment. Ve	shicles Eurniture
1.5. Equipment. Ve	inicies, i difilibre.





2. THE COMPANY / START-UP / ASSOCIATION

2.1. Legal form

2.2. Owner, staff and costs (wages and social contributions)

2.3. Insurance

For the owner
For the employees
Other insurance





3. THE MARKET

3.1. Type of customers

3.2. Competition

3.3. Expected revenue (estimated budget).

Number of sold products (or working hours that will be billed)

Comments on calculations.

3.4. At what cost will you sell your product and your workforce? (hourly rate)





4. MARKETING

- 4.1. How do you distribute your product?
- 4.2. How did you learn about customers?
- 4.3. What are the advantages compared to the competition?





5. WHEN? CONDITIONS?
5.1. Financial aid
5.2. Terms of lenders

5.3. Time for preparation and starting the activity





6. WHAT ARE THE RISKS?



