**SBA Template Instructions**

Use the template (http://www.sba.gov/business-plan/1) provided by the Small Business Administration to create your Business Plan. The template will guide you through the creation of the Business Plan. The intent of the business plan is to gain a better understanding of your business. This information will be used to develop your website. At the end of the template the application will create a word document that will be submitted as your final project.

Before you can create a Business Plan you need to register. Click register at the lower right hand corner of the page.

The following are the template’s screen-shots with instructions in each section.
Section 1 – Cover Page

Create a cover page for your business plan. There is no need to include a company logo if you don’t have one.
Section 2 – Executive Summary

Answer the questions below to create the Executive Summary section of your business plan. Hit "Save" when you are finished. Hit "Save & Continue" to move to the next section of your business plan.

What product or service will your business provide?

Who are your target customers?

What goals do you have for your company?
Section 3 – Company Description

Skip the following sections.
- What are the principal members of your company and what are their roles?
- What is the legal structure of your company?
Section 4 – Market Research

Skip the following section:

- What regulations apply to your company?
Section 5 – Product/Service Line

Skip the following sections.

- In which life cycle stage is your product or service?
- What intellectual property rights do you have for your product or service?
- What research and development (R&D) activities are you performing or planning?
Section 6 – Marketing & Sales Management

Skip this section
Section 7 - Financial Projections

Skip this section.
Section 8 – Finish Up

Once you are done with the template select preview; here you will have the opportunity to save your business template.

The following box opens:

Select Open Document Format. This will save the Business Plan as a word document. Prior to submitting the file to Turnitin, clean up the document by removing the headings for the sections that were skipped.