Business Planning Worksheet

# Overall Goal: To Open a Gift Shop at our Facility

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| Goal | Strategy | Timeframe | Who is Responsible? | Resources Required | Measure of Success |
| Refurbish space for gift shop | Have retail space designed | Jan - Feb | Operations Manager | $10,000 design fee | Completed design |
|  | Obtain 3 bids for construction | March – April | Operations Manager | In-kind assistance to review bids | Bid process completed |
|  | Select contractor | April | Operations Manager | In-kind assistance to select contractor | Construction begins |
|  | Complete renovation | July | Operations Manager | $35k –$ 50k for renovation costs | Construction completed |
| Order Inventory | Review inventory of nearby gift shops | March | Gift Shop Manager | Staff time | Visit 6 similar gift shops |
|  | Research suppliers | May | Gift Shop Manager | Staff time | Identify 5 prospective suppliers |
|  | Create budget | May | Gift Shop Manager/CFO | Staff time | Board approved budget |
|  | Order inventory | June | Gift Shop Manager | $40k - $50k for inventory | Inventory received |