



# Starting Your School

Business Plan CheckList

A STEP BY STEP GUIDE

# Starting Your School

A Step by Step Guide to Success

Addlo Montessori Training Center

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# Starting Your School

## THE BUSINESS PROPOSAL

### Part 1

### The Business Plan Checklist



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## THE BUSINESS PLAN CHECKLIST

This list has been created to give you a guide so that you have a complete and well thought out business plan.



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## THE BUSINESS PLAN CHECKLIST

1. The School/Company details: The Business Sector, School Goals and Objectives
2. The School Ownership Structure: Who and their Background.
3. The School Management Structure
4. Organizational Timeline/Vision for the school in 5 and 10 years time.
5. School Assets



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## THE BUSINESS PLAN CHECKLIST

6. The Services you will provide
7. The Marketing plan: The Target Market, Ideal Customers,  
Advertising
8. Competitor Analysis: The Competition
9. The Pricing of your Services
10. SWOT Analysis
11. School Operations, Daily Operations, Operational Facilities,  
Staffing and Suppliers
12. Capital Requirements
13. Projected Income and Expenses Statement for the First Year of  
Business.



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## THE BUSINESS PLAN CHECKLIST

The business plan you would present to interested parties would have 3 parts

1. Cover page: Initial Overview
2. The Executive Summary
3. The Business Plan in details



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## THE BUSINESS PLAN CHECKLIST

The End

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