

Business Plan Checklist for Submittal

Team Name: _____

Sr. No.	Description	(Y/N)
Business Description and Vision		
1	Have you provided a mission statement (business purpose) and vision statement (company growth)? Are business goals and objectives defined?	
2	Have you provided details on background/company history/effort?	
Definition of Market		
3	Have you defined the business industry and outlook?	
4	Have you defined critical needs of perceived or existing markets?	
7	Have you identified target market including profile of targeted clients?	
Description of Products and Services		
8	Have you described company products and services?	
9	Are products/services competitive and differentiated?	
Organization and Management		
10	Have you provided a company description, organization chart, and list of team members?	
11	Have you defined required/special licenses and/or permits?	
12	Have you included position statements for key managers within company?	
Marketing and Sales Strategy		
13	Have you defined market (customers and demand for products/services)?	
14	Have you created a market plan?	
Financial Management		
15	Have you estimated startup costs?	
16	Have you completed spending plan, income statement and prospected revenue analysis?	
Mandatory		
17	Have you met with mentor early in process to review plans?	
18	Reviewed business plan draft with mentor ahead of finalizing for signoff?	
19	Has mentor signed off on business plan?	
20	Does business plan meet page limit?	
21	Has business plan been converted to PDF?	

Mentor Name: _____

Mentor Signature: _____ Date Signed: _____