

## **Business Planning Template - User Guide**

Before downloading the business planning template please review the following user guide:

A business plan will help you determine if your business is viable and focus your efforts to improve your chances of success. This business planning template is a comprehensive planning tool that will help you assess where your business is going. The business planning template is available as a fillable PDF document - 1187KB. This template may be completed on-line, saved to your hard drive and then printed off or emailed as required.

The business planning template is broken down into key sections such as: Executive Summary, Products or Service, Market, Marketing Plan, Operations, Management Team, and Financials. Each section is presented as a fillable section allowing for a complete printable business plan. For a detailed breakdown of each section please refer to [Elements of a Business Plan](#). This will act as a guide for filling out the template and will help you through the development process.

A business plan is a powerful tool as it can help make your business more successful and reduce the chance of failure. It will act as a roadmap to help you obtain your business goals. With a business plan in hand you will also have a better chance of obtaining the financing that you may require.

To get started on your business plan please return to the [Developing Your Business Plan](#) page and follow the link to the Business Planning Template.

**Note:** To use this form you must be using Adobe 8.1 or higher. The latest version of the software is available for free from [Adobe](#)).

For further information or help completing your business plan contact a New Venture Specialist at 310 – FARM (3276).