

## Your Business Plan

You may dread the thought of putting a proper plan of where you see your business going but time you put into creating your business plan will reward you as your business progresses.

Your business plan should not be written in stone – it is a dynamic document that should evolve and grow with your business and serve as a guide for you to return to when the frenzy of starting your business is getting too much and you need to look back at the overall aims of your business.

You may be tempted to brief a specialist company and get them to do up your business plan but there is valuable knowledge to be gained by you in putting together your plan yourself. It is a journey of discovery and will help your business idea fully.

The Meath County Enterprise Board provides a template available to download on their website

[http://www.meath.com/filestore/documents/Business\\_Plan.doc](http://www.meath.com/filestore/documents/Business_Plan.doc)

Their guide takes you through all the areas of a business plan in detail and has a simple template where you answer specific questions about your business. Answer all the questions and you have your business plan as simple as that!

The business plan template is suitable for use should you need to approach a bank for finance.

The Meath County Enterprise Board (MCEB) supports new and growing small businesses in the Meath area. For further details of the services MCEB provides check out their website [www.meath.com](http://www.meath.com) In some cases MCEB can provide grants for new and developing businesses.

There is also a cashflow template in excel available to download from the application forms section of the site. Your cashflow template will form part of your business plan and will enable you to forecast your cashflow based on expected sales and expenses.

The MCEB also offers a Tech Check service for small business (under 50 employees). For a subsidised fee of only 150 euro an ICT expert will inspect your business and identify ways you can grow your business through the harnessing of technology. The programme

Speaking at the launch of the Tech Check service Minister for Enterprise, Trade & Employment, Mr Micheál Martin TD said “*Small businesses often find it difficult to find the right type of technology for their businesses. The objective of this programme is to help them overcome this obstacle and identify solutions that are appropriate and specific to them - we must avoid over-engineered or over-spec'ed solutions. Tech-Check is designed to be a practical no-nonsense programme. We are not here to waste the time of small business owners.*”

For further details of the Tech Check service go to <http://www.meath.com/the-board/tech-check-initiative/>

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For further details check out [www.virtualassistant.ie](http://www.virtualassistant.ie)

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