BUSINESS PLAN CHECKLIST

A solid business plan includes thoughtful analysis of the current market, your product's unique value, and how your team of strategists will make it a success. **STEP 1**: Do the Research. **STEP 2**: Figure out Pricing. **STEP 3**: Write the Plan.

Business Identity (Executive Summary + Company Description)	
Company Description	Solution (Service or Product)
Mission Statement	Principal Members (if applicable)
Problem	Legal Structure (if applicable)

Market Research (Explaining the market and how your product fits in.)

Industry	Product Advantage
Target Market (Customers)	Regulations (if applicable)
Competitors	Special Considerations (if applicable)

Product Plan (Breakdown of your product's unique value proposition, expenses, and pricing.)

Product Details	Expenses
Pricing	Intellectual Property Rights (if applicable)
Revenue Streams	Research & Development (if applicable)

Marketing (How you'll organize the team, market the product, and review results most effectively.)

Growth Strategy	Team & Key Roles
Communications	Milestones
Sales Strategy	Key Metrics & Analytics

After you've pulled together your business plan information, getting a proofreader or editor to review and polish your plan is well worth it! Contact Everything Planning for more free resources, a business consultation, or to connect with an editing resource. Happy Planning!