Worksheet 5.1 Business Plan Outline

Use the space below to develop an outline for your business plan. Remember to think about how the plan will be used—who is going to see it and why.

Worksheet 5.2 Implementation To-do List

Use the space below to develop an implementation "to-do" list for your business. You may find it helpful to develop a to-do list for each functional area of the business (marketing, operations, human resources and finance). Regardless of how you choose to organize your list, be sure to note who will be responsible for each task and a deadline for doing so.

Task	Person Responsible	Deadline

TASK 5

Worksheet 5.3 Monitoring

Briefly describe your plans for checking-in with your planning team to track and evaluate business progress. Then, list monitoring checkpoints for the business as a whole and for each functional business component.

Check-In Schedule

Whole Farm Checkpoints

Marketing

Operations

Human Resources

Finance

TASK 5