

Operations Plan Preparation Form



On this form record specific information relating to your company's operational processes.

Key Aspects of Operations (possibilities include facilities, production process, equipment, labor force utilization): _____

Cost and Time Efficiencies: _____

Competitive Advantages: _____

Problems Addressed and Overcome: _____

Use this information as the basis of your plan's Operations section.

Technology Plan Preparation Form



Using this form as a guide, summarize the key technology concerns and technology needs of your business, which you can then include in your business plan, either in a separate Technology section, or in the Operations section.

Software Needs (specify on-premise and "in the cloud"): _____

Hardware Needs: _____

Telecommunications Needs: _____

Personnel Needs (specify in-house or outsourced): _____

Use this information as the basis of your plan's Technology section.

EXAMPLE: FLOW CHARTS

