



Planning

There are many websites and software programs to help you make a business plan. Finding a template that works for you so you can put your ideas on paper helps guide your new business, keeps a record of your goals and keeps all your ideas, finances and business details in one place. Business.gov.au has a business plan template with instructions on how to fill it out, they have also developed an App for Android or iPad tablets if that is more your style!

- [Business Plan Template](#)
- 'MyBizPlan' App can be found on Google Play or the iTunes Store

Business.gov also has a list of advisory services which you can search through state and specific service. There are many services in NSW which can advise on how to plan a business, you can find some good ones here: [Business.gov - Advisory services](#)

If templates don't work for you, don't worry, your business plan does not have to be long and complicated. The more straightforward and to the point the better. Sometimes five pages could even be enough if you are able to cover all areas of your business plan in those pages. Your business plan should have 3 key ingredients:

- Direction
- Goals/deadlines
- Month by month cash flow

What to put in a business plan:

- A summary – the highlights of your plan
- Legal structure, insurance, ownership structure
- Description of your products and services
- Market research – describe the nature of your market/industry, your competition and who you aim to target with your products/services
- Strategies and goals – describe your milestones and how you will get there, including budgets
- Management structure and staff positions
- Financial plan
- IT controls

Indigenous Business Australia (IBA) and State and Territory small business departments provide mentors to small business operators. This includes help with business planning: <http://www.iba.gov.au/business/> You can also contact your local IBA office for free on 1800 107 107

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