Besigheidsplan formaat (Sakeplan)
1 Agtergrond

1.1 Uitvoerende Oorsig
1.2 Vision/Mission
1.3 Doelwitte (SMART)
   1.3.1 Specified/Spesifiek: what you want to achieve
   1.3.2 Measurable/Meetbaar: andersins onmoontlik om vordering te meet
   1.3.3 Achievable/Haalbaar: in terms of the existing resources or planned resources
   1.3.4 Realistic/Realisties: kan planne bereik word?
   1.3.5 Timeframe, Tydsberekening: is the objective within the planning horizon set?

(Objectives must be linked to planned outcomes. Spend time setting out objectives as these must coincide with outcomes and support what you want to achieve in the balance of the business plan)
2. Visie / Missie
3. Eienaarskap

4. SWOT Analyse
   4.1 Strengths
   4.2 Weaknesses
   4.3 Opportunities
   4.4 Threats
5. **Risiko’s**

5.1 Besigheid
5.2 Finansiële
5.3 Politieke / wetgewing

(What risk is acceptable, how will other risks be mitigated?)
6 Assumptions

6.1 Market
6.2 Price Trends
6.3 Business Analysis
   6.3.1 Competition

(Take external factors into account, and how unfavourable factors will be handled)
7. **Business Preparation process**

7.1 What, Wat: what are you going to do

7.2 Where, Waar:
   7.2.1 Waar is plaas?
   7.2.2 Infrastruktuur beskikbaar?

7.3 How, Hoe:
   7.3.1 How will business be tackled?
   7.3.2 How will progress be monitored/evaluated?
   7.3.3 What is the marketing strategy?
7.4 Who, Wie:
  7.4.1 Wie gaan plaas bestuur?
  7.4.2 Is werkers beskikbaar?
  7.4.3 Wie gaan hulle oplei?

7.5 Finance (Capital), Kapitaal:
  7.5.1 Own
  7.5.2 Investors
  7.5.3 Borrowed
  7.5.4 Sources of security for loan

7.6 When, Wanneer: gaan skuld betaal word
This section is the heart of the business plan, and the “hard” part of the plan, where figures prove the feasibility and show sources of repayment. Sections 7.5 and 7.6 cover the financial parts of the plan, and assumptions from section 6 show source of certain information.