Business Operations Assignment

Written Part

Submitted in a virtual folder sent to your instructor

Business Plan in the following order (review chapter 10 Milady Foundations)

- **Executive Summary.** A summary of your plan and list of your objectives
- **Vision Statement.** A long-term picture of what the business is to become and what it will look like when it gets there
- **Mission Statement.** A description of the key strategic influences of the business, such as the market it will serve, the kinds of services it will offer, and the quality of those services
- **Organizational Plan.** An outline of employee and management levels and a description of how the business will run administratively
- **Marketing Plan.** An outline of all the research obtained regarding the clients your business will target and their needs, wants, and habits
- **Financial Documents.** Projected financial statements, actual (historical) statements, and financial statement analysis
- **Supporting Documents.** The owner's resume, personal financial information, legal contracts, and any other agreements
- **Business Policies.** Policies that even small shops and booth renters should adhere to and that ensure that all clients and employees are treated fairly and consistently

Business Ops Monthly Budget Excel Sheet with all completed (can be found in D2L)

- Monthly budget and expenses
- Year projections

Spa Menu and Cards:

- A comprehensive Spa Menu with the list of services with logo and design
- A Spa cards with logo and design

Oral Presentation:

PowerPoint or Visual handmade presentation with the following

- Layout of your Spa
- Spa services
- Spa line you will carry and why you think is good
- Hours of operation
- Location
- Opening events
- Marketing events
- What is different about your spa
- What customer will you be catering to and why
- Be open for questions from your peers and well prepared. The better you present the better mark you will get