



Business Plan Checklist

Use this quick checklist to make sure your business plan covers all the essentials.

- ✓ **Executive Summary** – Clear, concise overview
- ✓ **Company Overview** – Mission, vision, values included
- ✓ **Market Analysis** – Target market, competitors, SWOT
- ✓ **Products & Services** – Descriptions + competitive advantage
- ✓ **Marketing & Sales Plan** – Channels, pricing, and sales funnel
- ✓ **Operations Plan** – SOPs, team roles, and daily processes
- ✓ **Financial Projections** – Revenue, cash flow, break-even projections

Pro Tip: Keep your executive summary to a maximum of one page for best impact.

Pro Tip: Update your plan regularly as your business grows – at least once a year. Update the financial and marketing tactics regularly once you have sufficient data to make informed decisions

Need this done for you? **Done-For-You Business Plan Service** — [CLICK HERE](#)