

Transform a business plan into an action plan

Put Your
PLAN
into
ACTION

There are different kinds of business plans that can be used, as long as the critical elements and recommended formats are included. All businesses should have a business plan that outlines the growth and development of a business. List the most crucial elements of a business plan and explain the importance:

Once a business plan has been drawn up, it needs to move from the planning stage to the 'action' stage. This will involve the plans for what needs to be done, who has to do it and when the job needs to be completed. How is this done?

- **Action plan** – state objectives and set goals, choose plan of action, plan the detail, action and review. All these steps can be tracked on a Gantt chart.

Gantt Chart - Project development

Activity Name	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1. Design and Development	▶											
2. Cost Estimates			◊	▶			◊					
3. Construction						◁	▶			▷		
4. Testing									○	▶		
5. Celebrating												



- **Work Breakdown Structure** – a WBS shows all the tasks that need to be done. A diagram highlights the tasks and helps managers predict the outcomes, budget, resources needed, scheduling, risks and delivery.
- **Gantt charts** – a Gantt chart is a visual tool that introduces other variables such as the responsibilities of each member of the team that can be used for project management. It states the start and finish dates, time lines, jobs that need to be completed.
- **Time lines** – arrange both past and expected future events of the project and what needs to be achieved within a specific time.
- **Project planning** – includes the use of the WBS, Gantt charts and timelines to report the progress of the job.

Research and record the advantages of a Gantt chart:

Create a timeline for a new Spur Franchise that is opening in your area. Use the example below to guide you.

NAME: _____

Timeline

↓			
1930	1940	1950	1960
1970	1980	1990	2000
2010			

	↑		