

Business Plan Table of Contents

1. Executive Summary
 - Brief description of your services
 - The need for these services
 - Management team and structure
 - Financial requirements
2. Who is the SANAC?
 - Mission and vision
 - History of your organisation
 - Description of the board of Directors,
 - Description of core services
 - Funding sources and needs
 - Your organisation's strengths and weaknesses
3. Services SANAC offers
 - Statement of need based on the services that your organisation offers and the beneficiaries of these services.
 - What are the objectives for these services?
4. Organisation and Management Plan
 - What does the organisation look like (organogram)?
 - Description of board of directors/advisors
 - Job descriptions with key skills and competencies for the senior positions in the organisation. i.e. Executive Director, Programmes Director, etc.
5. Implementation/Operations Plan
 - What are the key activities, in relation to the strategic objectives and goals of your organisation?
 - Identify the outcomes of these objectives
 - Identify the resources needed to achieve these objectives.
 - Identify who is responsible for achieving these objectives and what the respective timeframes are
 - MER Plan – including targets and indicators to measure success and/or failures
6. Finances
 - Source of income
 - A comprehensive annual budget showing revenue and expenses
7. Monitoring and Evaluation
 - Measuring the effects of activities on beneficiaries
 - Documenting lessons learnt
 - Sustaining activities/objectives going forward
 - Accountability towards government funding