Table of Contents

Executive Summary

Organization & Management

Operation Strategy

Human Resources/Labour Relations- employee’s you have? Number you will need?

Market Analysis & Marketing Plan – highlight current/potential contracts

i) Market Size & Growth

ii) Product Line

iii) Competition

iv) Competitive Advantage vs Market Share

v) Pricing Strategy

vi) Promotion Strategy

Financial Plan

i) Capital Requirements – detail all costs

ii) Financial Sources – detailing financing (client equity, loan and other)

iii) Pro Forma monthly cash flow statement for year 1

iv) Pro Forma income statements for three years

v) Pro Forma balance sheets for three years

 Regulatory Consideration

i) Local Regulations

ii) Provincial Regulations

iii) Federal Regulations (if applicable)

iv) Environmental Assessment (Environmental Screening Form)

Implementation Plan for Recommendations

i) Immediate Action

ii) Short Term Action

iii) Long Term Action

Other as Determined Necessary