

Title is Times New Roman, Size 14

All headings have a paragraph border, are in bold and centered.

All headings and paragraph text is Times New Roman, Size 12

## **Enterprise/Action Plan**

### **Title**

LCVP Link Modules Action Plan to produce a school calendar as part of our Enterprise Module.

### **Author**

Joe Bloggs

### **Objectives**

1. I hope to gain an insight into the world of business.
2. I hope to fulfil part of the Link Modules course.
3. By doing a group plan I hope to improve my planning and teamwork skills.
4. We hope to promote all the activities that take place in school within the wider community.
5. We hope to make a profit which we will then give to local charities in our area.

### **Research Methods**

1. Survey: We will carry out a simple survey on one hundred students in our school to see if there was enough interest in a school calendar as one has never been done in the school before.
2. I will arrange a meeting with the school principal to get permission to go ahead with the calendar, to discuss suitable photos for the calendar and ask if there are any specific school event dates he wants to include in the calendar.
3. I will speak to teachers and ask them what they would like to see in the school calendar

### **Analysis of Research**

1. As a result of our survey, we discovered that out of one hundred students we surveyed that eighty nine of them, or their parent s would purchase our calendar.
2. As a result of the meeting with the school principal we got permission to go ahead with the calendar. We also got the information he wants to put into the calendar.
3. After speaking to teachers I now know exactly what they would like to see in the school calendar.

### **Actions**

We will begin looking or quotes from printers for our calendar. I will begin asking any teachers what photos they would like to be included in the calendar. We will start by getting information on any dates available to us for school events. We will search for inspiration quotes to put in the calendar. Once we have found suitable printers, I will arrange a meeting with them to go through what we need to submit to them. We will set ourselves mini deadlines to ensure we get everything done in time. I will work out how much the calendar will be sold for. We will select a suitable launch date for our calendar. We will sell our calendar and hopefully cover our cots and make a profit to be distributed to local charities.

Bullet points are consistent in the entire document

Bullet points are aligned

**Schedule of time**

Date	Action
04/11/14	Meet Printing Company to discuss plan
06/11/14	Design opening page and Irish greeting
07/11/14	Check greeting with Irish teacher for spelling and grammar mistakes
08/11/14	Collect photos for calendar
11/11/14	Meet with printers to submit all materials
14/11/14	Receive first draft copy for inspection
18/11/14	Resubmit final draft to printers
25/11/14	Collection of calendars from printers
26/11/14	<p>Sale of calendars in school and local shops</p> <p>9.00am - Use intercom to inform both classmates and teachers about the time and place of sale for calendars. Create awareness through this medium for our Enterprise</p> <p>9.10am - Positions to be take in the local shops</p> <p>11.00am – Sale of calendar commences in school</p> <p>3.00pm – Accounts for the Enterprise to ascertain profit. Lodge to Bank.</p>
29/11/14	Proceeds to be given to chosen charity

Table

**Resources:** Teachers and my other team members

**Revenue:** We expect to make €2,600 t a selling price of €8 per calendar. We hope to sell 325 calendars, that is we hope to sell 13 each.

**Costs:** The total cost of producing our calendar will be €2,014 including VAT.

The cost per unit will be €6.19

We expect to make €588.25 profit

<b>Evaluation</b>
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1. If I complete my activity I will have gained an insight into the world of business.
2. I can complete a written Enterprise/Action Plan according to the assessment criteria, therefore I will have achieved my personal objective which was to complete an action plan for my portfolio.
3. By completing this activity and doing a group plan I will have improved my planning, organisational and teamwork skills which I will ask my teacher Ms. O'Driscoll and on her positive comments I will be sure that I improved my skills during this task.
4. If our calendar sells well we will have promoted all the activities that take place in the school.
5. If the calendar sells well, we will cover our costs and make a profit.