

UNIVERSITI TEKNOLOGI MARA SABAH

FACULTY OF HOTEL & TOURISM MANAGEMENT FUNDEMENTALS OF ENTREPRENEURSHIP (ENT300)

BIRTHDAY PLANNER COMPANY

PREPARED BY

DAVELLA LYNORA NUMINI JUITAH JOANNES NUR AMANINA BI HANAPI SABRINA PETRUS J SIPAYANG SUZZANNA MALUSIN

MARCH 2014

TABLE OF CONTENT

| | TITLE | PAGES |
|-----|---|-------|
| 1.0 | Introduction | 1 |
| | 1.1. Executive Summary | 2 |
| | 1.2. Introduction | 3 |
| | 1.3. Business logo & Description | 4 |
| | 1.4. Purpose of Business Plan | 5 |
| | 1.5. Company/ Business Background | 6 |
| | 1.6. Partners and owner background | 7-11 |
| | 1.7. Business location | 12 |
| 2.0 | Administrative Plan (Organization Plan) | 13 |
| | 2.1 Introduction | 14 |
| | 2.2 Business Vision, Mission & objective | 15 |
| | 2.3 Organizational chart | 16-17 |
| | 2.4 List of Administrative personnel | 18 |
| | 2.5 Partnership contributions | 19-21 |
| | 2.6 Schedule of Task & Responsibilities | 22-27 |
| | 2.7 Schedule of Remuneration | 28-32 |
| | 2.8 List of office Equipment and Supplies | 33 |
| | 2.9 Administrative Budget | 34 |
| 3.0 | Marketing Plan | 35 |
| | 3.1 Introduction | 36-38 |
| | 3.2 Profile product/ service | 39 |
| | 3.3 Target Market | 40 |
| | 3.4 Market Share | 41-42 |
| | 3.5 Competition | 43 |
| | 3.6 Sales Forecast | 44-46 |
| | 3.7 Marketing Strategies | |
| | 3.7.1 Product Strategy | 47 |
| | 3.7.2 Pricing Strategy | 48 |
| | 3.7.3 Place/ Distribution strategy | 49 |
| | 3.7.4 Promotion Strategy | 49-52 |
| | 3.8 Marketing Budget | 53 |

| 4.0 | Operational Plan | 54 |
|-----|---------------------------------------|---------|
| | 4.1 Introduction | 55-57 |
| | 4.2 Process Planning | 58-59 |
| | 4.4 Production Planning | 60 |
| | 4.5 Material Planning | 61-62 |
| | 4.6 Machine & Equipment Planning | 63 |
| | 4.7 Manpower Planning | 64 |
| | 4.8 Operation Hours | 65-83 |
| | 4.9 Operation Budget | 84 |
| 5.0 | Financial Plan (Refer Excel Format) | 85 |
| | 5.1 Introduction | 86-90 |
| | 5.2 Implementation cost and source of | 91-92 |
| | Finance | |
| | 5.3 Source of finance | 93 |
| | 5.4 Administrative, marketing & | 94-101 |
| | Operational budget | |
| | 5.5 Depreciation method | 102-105 |
| | 5.6 Loan & Hire Purchase Amortisation | 106-107 |
| | schedules | |
| | 5.8 Pro forma Income Statement | 108-109 |
| | 5.9 Pro forma Balance Sheet | 110-111 |
| | 5.10 Financial Ratio Analysis | 112 |
| | 5.11 Financial Ratio | 113-117 |
| 6.0 | Conclusion | 118-119 |
| 7.0 | Appendix | 120 |

1.1 EXECUTIVE SUMMARY

This business plan is all about our company. Which is we call as District KK Party. We have our own reason why we choose that name. it will explain in other part of this business plan. It also will include the progress operation of our company and the background of our company. Basically it will include all the duties every department and the operation of every department. In our company, we have 5 major department that will support our operation of the company. Our group have choose the birthday planner as our company. We decide to choose this type of business because we know it can give the benefit. Same like the other company, we also get ready to face some trouble or problem when we start to operate this company. We as a business people can not run from this problem. Through this business plan also, we have include all the mission, vision, our company budget, our strengths and etc. In the end of this business plan, we have shown the income and also the cash flow that we have get and use when we develop our company. We hope this company can be realise in the real market soon. So that, the local amount of business people can increase in this state.

1.2 INTRODUCTION

The name of our company is District KK Party. Why District KK Party? We choose this name because it will give easier for people to recognize and remembered our company. When we do a research about this planner of the party especially birthday party, we relies that the amount of the company that open for this birthday planner are not so many. Therefore, we take this opportunities to develop this company. Before we take an action to built this company, of course we need to ready for their barriers and disadvantages. Same like the other company, we also can not go away from that.

District KK Party has built in earlier of September 2011.

In District KK Party, we will provide the plan of the every party and the theme of the party will chooses by the customer. However, our company has provide some of the theme to help the customer make decision. After that, we will decorate the birthday party based on customer decision. To give a good image of our company. We will make the party alive and happening and we will try our best to fulfil the customers wants. Furthermore, we have hire some workers from many type of departments. They have a good experiences by doing their jobs. It will give easier for us to doing our duties.

The main target of our company is the kids and parents. We choose kids because we know that their parents will try to make their children happy by celebrating their children birthday. The parents will not ignore their children request when involved with the birthday celebration. Moreover, when we talk about the development of our company, we will need a location that is strategy and suitable for our company to growth in the future. So we has choose the Kingfisher to developed our company. We choose that area because we want to attract more people that live in the housing and terrace areas. In addition, we not only focus in that particular area, we also open in the centre of Kota Kinabalu city. Beside that, we also have the facilities to go back from the places that our customer wanted us to go. If there are customer that live in Kota Kinabalu want us to decorate a birthday party for them, we will accept their offer. Therefore, when our

company have achieve their mission, we will try to open another branch in Kota Kinabalu

city so it is easier for us to deal with the customer that live in Kota Kinabalu areas.