



UNIVERSITI TEKNOLOGI MARA
KAMPUS KOTA KINABALU

FUNDAMENTAL OF ENTREPRENEURSHIP
ENT300

BUSINESS PLAN

“JAZ ENTERPRISE”

PREPARED BY:

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Acknowledgment

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Name of Partners	Share Capital (RM)
Raz Raz Jorven	15 080.00
Akmalnasyah Azman	15 080.00
Nur Zaharah Azzah Tahir	15 080.00

NO	FIXED ASSET	NON-FIXED ASSET
1	Chair	Soap
2	Table	Scrub
3	Sofa	Fan
4	Teapot	Recept
5	Mirror	Stationery
6	Laptop	
7	Washing Machine	
8	Telephone	

Business Purpose

A business plan is a document which describe a propose business or project to be undertaken in a comprehensive manner. It also known as working paper, business proposal, project paper or prospectus. "JAZ Enterprise" prepared this business planning for planning for several purpose:

1. Entrepreneurs

It is prepared as a guideline enterprise similar business. The opportunity to them to assess the business venture objectively, critically and practically. Besides, to study and evaluate the feasibility to the business.

2. For Customers

To serve a customer with effectiveness in term of product and service. Try to fulfill the customer wants and needs based on quality of product and services.

3. For Employees

To give a clear picture of each personnel duties and obligation and encourage cooperation among staffs to achieve the target in specific period time. To give information of what privileges the employees get from our company.

4. Fulfill Academic Needs

In order to fulfill the academic need Ent300 is compulsory subject for students.

Administration Plan

Introduction

In a business, administration planning is a vital aspect in organization. Through administration planning, they all organize the organization strategies and problems. From the administration we can also state the objectives and goals of the company.

Besides that, the administration section has to manage the overall business objectives and goals. Any business organization requires an administrative executive as it plays an important role in order to ensure the efficiency of business. The management of an organization will be managed in order to ensure everyone in the company knows and understands their functions and responsibilities.

In order to achieve the company's goal that has been set up, there is a need to have proper planning in the business and that is exactly the purpose of a company having an administration manager. The manager helps in making sure all the resources are being utilized properly and the operations are running efficiently with limited wastage. By doing this, the company's budget can be minimized and this can lead to a well-planned business operation.

In addition, the administration plan also helps the administration to set up the salary for employees. Other than that, the administration manager also performs an assessment to evaluate employee's performance in order to achieve the standard of policies organized by the company. Apart from that, administration managers also create a basic training to increase professionalism among the employees like fire drill, emergency training and electronic care training.

An organization chart, administration budget, expenses are among the important elements in an administration plan. In fact, a good administration will be able to ensure that the business management is in a good condition by properly organizing and conducting the organizational activities. This will also help the company in achieving its vision, mission and goals.

Company's Vision, Mission and Objectives

Vision

Vision statement describes the company aspiration to be in long term usually by appealing to its member hearts and mind. The following represents our company vision that we agreed.

Our company's vision is to become well known internationally that provide the best and excellent Car Wash and Car Rental Services to the customers.

Mission

Mission or purpose is a precise description of what an organization does. It should describe the business the organization is in. It is a definition of 'why' the organization exists currently. Each member of an organization should be able to verbally this mission.

Our company's mission is to be customers' first choice Automatic Car Wash and Car Rental services in Sabah.

Objectives

Every company needs to state clearly on their objectives in order to motivate the workers to achieve company goals. Following are our company's objectives:

- Provide quality event management service.
- Able to pay back loan by end of year.
- Maximize the sales revenue each month.
- Provide varieties of service to meet customer wants.