



اَوْتِيُوْ رَسِيْئِيْ تِيَكُوْ لُوْ كِيْ مَبَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

**FACULTY OF COMPUTER SCIENCE**

**ENT300**

**ENTREPRENUERSHIP STUDY**

**HEMOCARE SERVICES**

**PREPARED BY:**

| NO | NAME                                | STUDENT ID | CLASS    |
|----|-------------------------------------|------------|----------|
| 1. | ZAKWAN BIN IDRIS                    | 2014498242 | JCS1104C |
| 2. | NURLIYANA BINTI MAHAT               | 2014817298 | JCS1104C |
| 3. | MUHAMD ZULFIKRI BIN MD ZIN          | 2014455768 | JCS1104C |
| 4. | NURAI SYAH BINTI ABD RAHMAN         | 2014613688 | JCS1104C |
| 5. | NURSYAQIRIN BINTI AHMAD<br>NORAZIZI | 2014292448 | JCS1104C |

**SUPERVISED BY:**

MISS ROSMAH BINTI ABD GHANI @ ISMAIL

# ACKNOWLEDGEMENT

---

In the name of Allah, the Most Gracious and the Most Merciful Alhamdulillah, all praises to Allah for the strengths and His blessing in completing this project report. This project report was prepared for subject Entrepreneurship Study (ENT 300), Universiti Teknologi Mara (UiTM).

Special appreciation goes to our lecturer, Miss Rosmah Binti Abd Ghani @ Ismail for her supervision and constant support. Her invaluable help of constructive comments and suggestions throughout the project works have contributed to the success of this project. Apart from the efforts of our, the success of this project depends largely on the encouragement and guidelines of many others especially to Puan Nur Eleena Binti Mohd Ismail for taking the time to be interviewed for our project and also provide a lot of useful information for us. We take this opportunity to express our gratitude to the people who have been instrumental in the successful completion of this project.

The cooperation and support received from all the team members including Zakwan Bin Idris, Nurliyana Binti Mahat, Nuraisyah Binti Abd Rahman, Zulfikri Bin Md Zin and Nursyaqirin Binti Ahmad Norazizi who contributed and are contributing to this project, was vital for the success of the project. We are grateful for their constant support and help. Without our cooperation and guidance this project would not have materialized.

Last but not least, deepest thanks and appreciation to our parents, family, and others for their cooperation, encouragement, constructive suggestion and full of support for the report completion, from the beginning till the end. Also thanks to all of our friends and everyone, that have been contributed by supporting our work and help during the report project progress till it is fully completed. Thank you.

# TABLE OF CONTENT

| NO. | Title                                    | Pages |
|-----|------------------------------------------|-------|
| 1.  | <b>ACKNOWLEDGEMENT</b>                   | 6     |
|     | <b>INTRODUCTION</b>                      | 10    |
|     | • Executive summary                      | 11    |
|     | • Purpose                                | 12    |
|     | • Company Logo                           | 13,14 |
|     | • Vision, Mission, Motto and Objectives  | 15    |
|     | • Company Background                     | 16    |
|     | • Partners Contribution                  | 17    |
|     | • Partners background                    | 18-23 |
|     | • Partnership agreement                  | 24-33 |
|     | <b>ADMINISTRATION PLAN</b>               | 34    |
|     | • Introduction                           | 35    |
|     | • Mission, Vision, Objectives            | 36    |
|     | • Organizational chart                   | 37    |
|     | • List of administration personnel       | 38    |
|     | • Schedule of tasks and responsibilities | 39,40 |
|     | • Schedule of remuneration               | 41,42 |
|     | • List of Furniture and Fitting          | 43,44 |
|     | • List of office equipment and supplies  | 45-48 |
|     | • Administration budget                  | 49-52 |
|     |                                          | 53    |

# EXECUTIVE SUMMARY

---

Homecare Services is about company that supply the services which can help people when they have problems at home. Our business located at 333, Ground Floor, Jalan S2, B12 Uptown Avenue, Seremban 2, 70300 Seremban, Negeri Sembilan Malaysia. This strategic location is chosen because it is in the middle of a lot of residential areas.

The capital comes from all organization members that have been collected a year before the business begin. Our business has five members which have their position itself which are General Manager, Administration Manager, Financial Manager, Marketing Manager, and Operation Manager. Each member have contributed RM 6,000 however the General Manager contributed RM 16,000 as a capital to run this business. Our company also borrow RM 30, 000 from CIMB Bank as our capital.

Our business is about major services at home. We want to promote our services such as painting services, renovating services, wiring services, housekeeping services and wiring services.

# PURPOSE OF PREPARING BUSINESS PLAN

---

As we know business plan is one of the tools that require to be prepared in order to open the business. Business plan is written documents which describe the purposed business to be undertaken in the comprehensive manner. Thus, it becomes our comprehensive guideline in our daily operation. As a guideline, it can avoid the confusion thus it gives the clear direction to achieve the goals.

A business plan is a written summary of entrepreneur, purpose business venture; it's operational and financial details, its target market opportunities and strategies, and it manager's skill and ability.

In business plan, the details about the budget and the way to utilize it, is clearly identified. The effective and efficient management of course will decrease the cost and at the same time maximize the profit. Through the business plan, the budget is preferred to be utilized only for the related.

A good business plan will enable us to convince the financial institution to provide loan. Basically, the financial institution such as banks will only provide loan to the business that they trust will bring profit and enable to repay.

There are many purpose of business plan as below:

- To give a chance to entrepreneur to view evaluate the business.
- To make a research and evaluate whether the business are having profit or loss.
- The venture capitalist, investor and banker in order to raise capital and obtain support for the venture.
- As a guidelines to routine management in the business.
- To give management and opportunity for entrepreneur to assess view and appreciate the business venture objectively, critically and practically.

To evaluate the project by liability and growth potential.