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ENT300:

GENERAL GUIDELINES FOR

OPERATIONAL PLAN

(Part 3)

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a. List of machineries and equipment. Number of machineries and equipment needed must be calculated using a formula in order to make sure it is enough to cover the production. The price of these machineries and equipment must not be made based on assumptions. A survey should be carried out to get the accurate pricing.

The supplier listed should be the company that the items are acquired from and not the producer. For example, the supplier of chiller is A&A Industrial Machineries and not Daikin.

Identify the mistakes made in Table 1?

Item	Price / unit (RM)	Unit required	Total cost (RM)	Supplier
Equipment	700	1 set	700	KK Bakery Supply & Distribution Store
Cash deposit machine	2000	1	2000	AXN Appliances Sdn. Bhd
Chiller	2,800	1	2800	A&A Industrial Machineries
Freezer	1400	1	1400	
Ice box	15	2	15	Atlas Group
TOTAL			8,915	

Table 1: List of Machineries and Equipment

These are the mistakes:

1. The items listed are not specific for instance, equipment. It is too general. Be specific in listing. Most probably, it could be book shelves that is used for administration purposes and should be placed in the administration plan.
2. The lists of suppliers are not complete. Complete address must be given and not only the name of the company.
3. The total cost of purchasing the ice box is incorrect because it must be multiplied by 2 units with the total cost of RM30.

Thus, the alternative solution to this problem is by preparing a checklist for machineries and equipment as suggested in Table 2.

Items*	Price/unit unit (RM)	Unit required	Total cost (RM)	Maintenance Cost (yearly) (RM)	Supplier	Picture
Mixer stand	2000	3	6000	100	KK Bakery Supply & Distribution Store, Jalan Meranti, Banting	
Oven	4500	2	9000	80		
Trays & Bowls Set	300	3	900	-		
Utensil & Spatula set	100	6	600	-		
Cash deposit machine	2000	1	2000	20	AXN Appliances Sdn. Bhd, Persiaran Mahkota, Sepang	
Chiller	2800	1	2800	100	A&A Industrial Machineries, Taman Industri Utama, Banting	
Freezer	1400	1	1400	100		
Ice box	15	2	30	-	Atlas Group Supply, Jalan Meranti, Banting	
TOTAL			22,630	400		

*part of complete set of machineries and equipment needed

Table 2: Checklist for Machineries & Equipment

- b. **Workers.** Use formula in identifying the number of workers needed. Make sure that all operation activities or task and responsibilities are taken into consideration so that operation process is smooth. Other than that, this is also to ensure optimal budget for operation. It is inefficient if workers capacity in relation to unit of machine and amount of raw material are not realistic. This will lead to over or under budget. Having an optimum number of workers is very important especially for the first year of operation.

Let say, calculation shows the enterprise needs seven (7) workers to produce or provide intended sales forecast and existing partners is five (5), as a result, two (2) additional workers are needed to hire another.

- c. **Schedule of remuneration.** If the total number of workers does not tally with the requirement calculated, this will cause miscalculation. Be aware with the current information on rules and regulations related to minimum salary as well as the latest rate of SOCSO and EPF.
- d. **Operation budget.** Putting figures in the wrong column is common. Thus, it is important to put the right items in the right column of the budget table with the right figures. For example, machineries and equipment are fixed asset and not monthly expenses. This mistake must be avoided because it may affect the overall financial plan.

"If you cannot do great things, do small things in a great way"
(Napoleon Hill)





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