

FACULTY OF BUSINESS AND MANAGEMENT FUNDAMENTAL OF ENTREPRENEURSHIP

ENT300

BUSINESS PLAN



J4BA1175D

PREPARED FOR:

PUAN FAIRUZ BINTI RAMLI

PREPARED BY:

NAME	MATRIC NUMBER
MUHAMMAD AKID BIN OMAR	2018633588
FAHADA NUR BINTI MOHAMAD IZHAR	2018413434
NUR AMIRA SYAHIRA BINTI MOHD KAMIL	2018443816
NUR EZAINI BINTI SAIMI	2018404616
NURUL HUSNA BINTI ALI	2018271746

DATE SUBMISSION: 31 JANUARY 2021

Table of Contents

	ACKNOWLEDGEMENT7
	EXECUTIVE SUMMARY8
	INTRODUCTION9
	1.1 Business Background12
	1.2 Partnership's background13
	1.2.1 General Manager13
	1.2.2 Administrative Manager14
	1.2.3 Marketing Manager15
	1.2.4 Operation Manager16
	1.2.5 Finance Manager17
	1.3 Location of Business18
	1.3.1 Physical location18
	1.3.2 Physical Shop19
2.0	ADMINISTRATION PLAN 20
	2.1 Organization Chart20
	2.2 Administration Personnel
	2.3 Schedule of Task and Responsibilities20
	2.4 Schedule of Remuneration21
	2.5 Office Equipment and Supplies Schedule22
	2.6 Administration Budget24
3.0	MARKETING PLAN 25
	3.1 Product Description26
	3.2 Target Market26
	3.3 Market Size
	3.4 Market Share
	3.4.1 Before Existence
	3.4.2 After Existence

3.5 Sale Forecast
3.6 Competition
3.7 Marketing Strategy31
3.7.1 Product Strategy31
3.7.2 Pricing Strategy31
3.7.3 Place/Distribution Strategy32
3.7.4 Promotion Strategy33
3.8 Marketing Budget34
4.0 OPERATION PLAN35
4.1 Process Planning35
4.1.1 Symbol Used in Process Chart35
4.1.2 Process of Flow Chart
4.2 Operation Layout39
4.3 Production Planning40
4.4 Material Planning40
4.4.1 Material Requirement Planning40
4.4.2 Raw Material Required Per Month (Bill of Raw Material)41
4.4.3 Packaging42
4.5 Machine and Equipment Planning42
4.5.1 Amount of Machine & Equipment Required42
4.5.2 Supplier43
4.6 Manpower Planning43
4.7 Overhead Requirement (indirect labour/ indirect material/ insurance/
maintenance and utilities)43

ACKNOWLEDGEMENT

In the name of Allah, praise to be upon Him, we would like to express our outmost gratitude to Allah S.W.T who is the most beneficent and merciful that gave us the strength and knowledge to complete and manage this group assignment. This is the assignment that taking part in Introduction to Entrepreneurship (ENT300) which is the assessment of Grouping Business Plan Assignment and it has proved to be the great experience for us that making us spending time to sacrifices doing research and discussion together.

As the completion of this task gave us much delight, we would like grant our appreciation to our lecturer, Puan Fairuz binti Ramli who gave us the opportunity to fulfill this report. She also gave us the encouragement, spirit, guidance and purely be patient while teaching step by step for this tasks. We thank her for the whole time of deep supportive.

Last but not least, we are very grateful and thankful for all of our classmates, especially our own groupmates who never get lethargic sharing all of the brilliant ideas to make it as a good project together. Not to forget to our parents who giving the most unceasing concern, understanding and love by being most supportive backbone during the entire work. We hoping much that our business plan will run utterly smooth and will be worth for all of us at the end of the day.

EXECUTIVE SUMMARY

It is a business plan of MilkywayzZz Dairy that consists of five members which specifically holding most vital position in the company such as General Manager, Administration Manager, Marketing Manager, Operation Manager and Financial Manager. Our leadership style focuses on the Partnership Agreement. We believe that, this business planis essentially the top movement that we always have to priorities before starting our operation because every part of the plan count. There many business man or women out there are havingtheir own successful journey is because of their powerful management and constant plan. It helps in terms of many ways which preventing us from getting strayed far from our own mission, vision and purpose. Business plan that consists of nature of business, strategic location, future prospects, agreement between among members, benefits of the products to customers, business background, partner background, its responsibilities, budgeting costing, our marketing plan which target audience that we aiming, the packing that will attractcustomers attention, the up-to-date of our business social media and technology, the competition in the same industry, the important of our operation layout, the ingredient that will bring loyalty and trustworthy customers towards us as a new company, the customer relationship that we going to maintain, and the regulation required, our business license, insurance and permit. By having a good process of planning and management system in the business, we believe that the opportunity of loyalty and trust from customer will make our business and product will become much comparable to any other brands in the market. Our business will open from 9AM-6PM from Monday to Saturday and off day will only on Sundaythat located at 1st & 2nd floor. No. 75 Jalan Mawar 1, Taman Mawar, 81700 Pasir Gudang, Johor. This is the business that we believe will received so much opportunity for expanding business and product in the future, since we produce high quality ingredients in our milks. Asfor our dairy products, the raw material is important as it will complete the good taste for all of the flavour for our customers. For instance, pure basic milk, matcha, latte, chocolate, colouring and also sugar. Since there quite huge in term of population, our target audience will be kids, adults and the people will healthy lifestyle.