

# **UNIVERSITI TEKNOLOGI MARA**

# FUNDAMENTALS OF ENTREPRENEURSHIP (ENT300)

## **Report of Business Proposal**

Lecturer's Name: Sir Imbarine Bujang

Prepared by: Stacy June Henry (2007262596) Mohd Razie Bin Maidi (2007293136) Noranisyazwani Sarahan (2007293114) Reyha Raihan (2007201212) Norzainah Diding (2007205962)

A Report Paper Submitted in

(26 March 2010)



#### EXECUTIVE SUMMARY

This Business Proposal attempts to present the fundamental concept and practices of entrepreneurship in an easy-to-understand manner. It focuses on theories and practices of entrepreneurship that we had studied and done our research. It is divided into four chapters. Chapter one provides an overview entire of administration management and business background. Specification on Autocratic administration style and apply functional organizational structure. At the end of this chapter, the reader will recognize the characteristic of our managerial functions, organizational principals and business structure. The business background includes all of our business activities.

Chapter two covers the aspect of Marketing. For important topics on marketing are discussed such as understanding the marketing definition and strategy, defining the market, preparing a marketing plan, and managing marketing activities.

The scope of operations management is presented in chapter three. The discussion in this chapter emphasized on the fundamental aspects of operations planning. In this respect, we focused on the functions of operations management on exportation trade.

Chapter four introduces the process of financial planning for a new business. The chapter begins with a discussion on the relationship between operating budgets and financial budget. Then, we illustrate the various steps that we choose which the reader can take in developing a financial plan. As a result of the planning process, the readers can determine their financial and cash flow needs in order to start a new venture. After reviewing the types and sources of potential financing, we explain three important tools that can be used to analyze the financial viability of the business for example pro forma cash flow statement, pro forma income statement and pro forma balance sheet. The chapter concludes with a review of some of the techniques of examining financial statement to help readers and analyze the financial position and performance of the business.

Fundamental of Entrepreneurship is a dynamic subject it goes without saying that any entrepreneurship takes need constant updating. Business proposal is crucial because it measure the ability of entrepreneur or feasibility to start the business.

#### ENT300



### DECLARATION

We certify that this business proposal does not, the best of our knowledge and belief:

- (i) Incorporate without acknowledgement any material previously submitted for Diploma in any institution of higher education
- (ii) Contain any material previously published or written by another person except where due reference is made in the text, or
- (iii) Contain any defamatory material

We also grant permission for the library at Universiti Teknologi MARA kota kinabalu Campus to make duplicate copies of our business proposal (ENT 300)

Signature:	
General manager:	•••••
Date:	

## **TABLE OF CONTENT**

ITEMS	PAGE
LIST OF TABLES	i – iv
LIST OF FIGURES	v – vi
LIST OF ABBREAVIATION	vii
1.0 INTRODUCTION	1-5
1.1 Company Logo	5
1.2 Business Background	6
1.3 Partners Background	7-11
1.4 Partnership Terms Agreement	12 – 14
2.0 ADMINISTRATION PLAN	15
2.1 Introduction	15
2.1.1 Introduction to Organization	16
2.1.2 Business Address	16 – 17
2.2 Objectives to the Business	18
2.2.1 Objectives	18
2.2.2 Vision	18
2.2.3 Mission	18
2.3 Strategies to the Business	19
2.4 Organizational Structure and Chart	20
2.4.1 Organizational Structure	20
2.4.2 Organization Chart	21
2.5 List of Administration Personnel	22
2.6 Schedule of Task and Responsibilities	23 - 24
2.7 Workers Hours	24
2.8 Schedule of Remuneration	25
2.9 Employees Incentives Scheme	25 - 26
2.10 Plan of Administration Area	27 - 28
2.11 List of Office Equipment	29
2.11.1 Stationary	29
2.11.2 Fixtures and Fittings	30
2.11.3 Utility Cost	31
2.12 Administration Budget	31
2.13 Summary	31 – 32
3.0 MARKETING PLAN	34
3.1 Introduction	34 - 35
3.2 Product Description	35 - 37
3.3 Target Market	37
3.3.1 Market Segmentation	37 - 38
3.3.2 Market Size	38 - 39
3.3.3 Main Competitors	40
3.4 Market Share	41 - 43
3.5 Sales Forecast	43 - 44
3.5.1 Forecast Sales for the First Year	45

#### ENT300



Table 1.4.1	Schedule of Partnership Members Details
Table 1.4.2	Partnership Position
Table 2.3.1	Strategies to the Business
Table 2.5.1	List of Administration Personnel
Table 2.6.1	Schedule of Task and Responsibilities
Table 2.7.1	Office Hours
Table 2.7.2	Operational Hour
Table 3.2.1	Types of Seaweed
Table 3.3.2.1	Seaweed Product
Table 3.3.2.2	Estimation Market Size
Table 3.3.3.1	List of Competitors
Table 3.3.3.2	SS Ent Strength and Weakness
Table 3.4.1	Market Share before Enter the Market
Table 3.4.2	Market Share after Enter the Market
Table 3.5.1	Sales Forecast (yearly) for Seaweeds
Table 3.5.2	Sales Forecasting Schedule (Common Dry Seaweed)
Table 3.5.3	Sales Forecasting Schedule (white Dry Seaweed)
Table 3.6.2.1	Price of White and Common Dry Seaweed
Table 3.8.1	Marketing Budget
Table 4.2.2.1	Symbol Used in the Process Chart
Table 4.2.3.1	List of Suppliers
Table 4.2.4.2.1	Schedule of Shipping Cost