

UNIVERSITI TEKNOLOGI MARA SABAH CAMPUS

ENT300 FUNDAMENTAL OF ENTREPRENEURSHIP

NOVEMBER 2011 - MARCH 2012

"UNIVERSAL HERBS PORRIDGE ENTERPRISE"

NAME OF GROUP: R.E.A.D	
JANET RUMALIN	2010691468
MARCELLA JOSEPH	2010238914
NUR ATIQAH BINTI JAAFA	2010438064
SHAFELA BINTI MAIDI	2010897838
DK. NUR HASNI BINTI PG. DAMIT	2010486032

TABLE OF CONTENTS

SECTIONS	ITEMS	PAGES
1	1.0 EXECUTIE SUMMARY	1-3
2	2.0 BUSINESS PLAN PURPOSE	4-5
3	3.0 COMPANY/BUSINESS BACKGROUND	6-7
4	4.0 BACKGROUND OF OWNERS	8-13
5	5.0 ADMINISTRATION PLAN	14-33
	5.1 Introduction	
	5.2 Vision, Mission and Objectives	
	5.3 Location Plan	
	5.4 Type of Building and Infrastructure	
	5.5 Organizational Chart	
	5.6 List of Administration Personnel	
	5.7 Schedule of Tasks and Responsibilities	
	5.8 Schedule of Remuneration	
	5.9 List of Office and Supplies	
	5.10 Administration Budget	
6	6.0 MARKETING PLAN	34-62
	6.1 Introduction	
	6.2Target Market	
	6.3 Market Size	
	6.4 Competitors	
	6.5 Market Share	
	6.6 Sales Forecast	
	6.7 Marketing Strategy	
	6.8 List of Marketing Personnel	
	6.9 Marketing Task and Responsibilities	
	6.10 Schedule of Remuneration	
	6.11 Marketing Budget	
7	7.0 OPERATIONS PLAN	63-93
	7.1 Introduction	
	7.2 The Goal Operation Plan	

	7.3 Process Flow Chart	
	7.4 Outputs In Units	
	7.5 Material Requirements	
	7.6 List of Operation Personnel	
	7.7 Schedule of Task and Responsibilities	
	7.8 Direct Labor Cost	
	7.9 Machinery and Equipment	
	7.10 Restaurant Layout	
	7.11 Kitchen Layout	
	7.11 Location	
	7.12 Operation Overhead	
	7.13 Direct Material Cost	
	7.13.1 Packaging	
	7.14 Operation Budget	
8	8.0 FINANCIAL PLAN	94-116
	8.1 Introduction	
	8.2 Financial Objectives, Responsibilities and Plan	
	Strategy	
	8.3 The Purpose and Importance	
	8.4 Business Background	
	8.5 Financial Budget	
	8.6 Sales Projection	
	8.7 Project Implementation Cost & Sources of Finance	
	8.8 Depreciation Schedules	
	8.9 Income Statement	
	8.10 Balance Sheet	
9	9. CONCLUSIONS AND RECOMMENDATIONS	117-118
10	10. APPENDICES	119

1.0 EXECUTIVE SUMMARY

After came with more than one ideas, at the end of the result we choose to produce the Universal Herbs Porridge as our product. This business is one of the partnership business which is involving five person that have good basic in business and management as well. The idea to make Universal Herbs Porridge comes after we conduct a research and observation on how big the market of porridge makers and many others potential factors that can bring profit to us.

Our business plan is pointing to become the first producer and supplier of Herbs Porridge in Sabah. We already consider all of risk that will came out from this trial, however we are realized on few factors such as the demand of the market, the sources of our main materials that is Herbs which we plant by ourselves, and the availability of collecting other materials that is consider as necessary. Thus, we would like to take this opportunity since there is a high potential of validity in this business and we will put the priority on the quality of the products and services, customer's satisfaction and customer's conveniences.

We are realize that the success of business is based on how proper the management system of the organization. There are five of header in our business who holds the importance position that are General Manager, Administration Manager, Operations Manager, Marketing Manager and Financial Manager. Apart from that, we can do our own responsibilities and be multifunction positions.

Our business is a manufacturing product, so it is very complicated to overcome all things which are including in order to start the manufacturing processes. Fortunately, we are given the opportunity to rent a premise lot at Suria Sabah Mall, a newly made shopping mall which is located in the city of Kota Kinabalu. Regarding the facilities, we are very concern about all the machines and materials where are needed in our operation.

As a new product in the industry, we would like to prepare the guideline on how to promote our product. There are several ways on how we can get our customers' attention. Marketing is very important because from it, we could identify our market strategies, market size, target market, market share and so on. Besides, we also can determine who can be our competitor, because even we may the first producer or supplier of such product in Malaysia, but there are also some product already that similar to this from other country such as Thailand or Indonesia. We take the other company as a competitor not only based on the supplier, but we also consider the KFC product, McDonald and other. For the first phase our target market is those people who work near to the Suria Sabah Mall and other nearest market and company. According to our observations, we believe that our business can be commercialized to the higher stage since the resources can be found in easy way and a few amount of capital is needed. For long term, this business is predicted will bring a lot of profit when it reaches a stable level in the market.

From our view, we believe that this business have the potential to be developed according to the new introduction of various local porridge to the bigger and higher stage. We would like also to commercialized our local porridge to local people and also to tourist since Sabah is one of the best place in promoting tourism in Malaysia.

For the commencement date of our business operation, we have discuss among the partners of the business, and the result is all of us agreed to start our business operation in the early September 2013 soon after we done with all the requirement to start a business, and of course, the time when we already finish our diploma.

About the amount of loans that is require for this business, we decide to apply RM40,000.00 from MARA. Even though our business is only about to start, but since we choose the strategic location that is at the Suria Sabah Mall, we assume that its rental costs will be much more higher that is RM2200 per month.