

UNIVERSITI TEKNOLOGI MARA SARAWAK FACULTY OF INFORMATION MANAGEMENT

Everlasting Love Decoration

Prepared by:

Benjamin Sebastian Raymond	(20061414010)
Haryanti binti Prijono	(2006118345
Nurul 'Afifah binti Salleh	(2006147939)
Nur Azreen binti Kadir	(2006141433)
Rachel Sigang Robin	(2006118373)
Rafidah binti Raini	(2006141497)

DIPLOMA IN INFORMATION MANAGEMENT

OCTOBER, 2009

Table of Content

1.0 Introduction	1
1.2 Name of the company	1
1.3 Nature of Business	1
1.4 Industry Profile	2
1.5 Location of the Business	3
1.6 Factors in Selecting the Location	4
1.7 Data of business commencement	4
1.8 Factors in selecting the proposed business	4
1.9 Future Prospects of the Business	
1.10 Purpose of Business	5
1.11 Company Background	7
1.12 Partner Background	9
1.13 Partners Contribution	15
1.14 Loan	15
1.5 Letter of Agreement between Partners	16
2.0 Administrative plan (introduction)	20
2.1 Company's Mission and Vision	
2.2 Company's Goals and Objectives	
2.3 Company's strategies	
2.4 Organization Chart	
2.5 Manpower Planning	
2.6 Schedule of Staff and Responsibilities	
2.7 Schedule of Remuneration	
2.8 List of Office Equipment	
2.9 Administration Budget	
£.v r.u	

Acknowledgement

First of all, we would like to express our sense of thankful and deep appreciation to all people around us for those have involve in giving us a lot of cooperation and been very consider in order for us to accomplish the assignment of library orientation.

We would like to thanks and be very grateful also to god, Almighty Allah in giving us the strength and a good condition while doing this report. Next, we would like to express our special thanks and regards to the very talented, dedicated, and highly skilled En Abang Sulaiman Bin Abang Naim lecturer of ETR 300 for giving guidance to complete our business plan.

Ву,

Benjamin Sebastian Raymond

Rachel Sigang Robin

Haryanti binti Prijono

Nur Azreen binti Kadir

Nurul 'Afifah binti Salleh

Rafidah binti Raini

Executive Summary

After doing general research about business opportunity that is available in Samarahan area, our organization has decided to specify our business in Engagement Decoration. Our group has come output with the partnership business plan whereby our companies name is **Everlasting Love Decoration**.

In a process of completing this Business Plan, there are 4 major of business establishment that have to be consider which is, marketing, administration, operation and finance. Beside that, with all the cooperation among the executive in our company, we have plan determinedly the operation from marketing until financial plan in order to get a better company performance.

The marketing and operation is combining together in handling the services to obtain maximum profits. Operation is important to achieve profits because all the achievement is depends on the operational of the organization. Operational is the backbone of the organization which is design, manage, and control the flow of the business. Besides, marketing also important because it responsible in getting the companies strategies of promotion and also determine the percentage of profit and allocation of market share in proving our services which ultimately affects the marketing.

The administration of our business forms an important base from which routines are maintained and controlled. More often than not, the administration has to manage the overall business objectives and goals.

The financial acts as a point where all the financial information in the administrative, marking and operation plans are gathered and summarized to give a picture of the how much our business will cost to run.

We genuinely hope that this guideline which was given to us will help us to correct our mistakes in that our business plan will be accepted.

1.0 Introduction

1.1 Name of the company

The name of our company is "Everlasting Love Decoration". Everlasting means that something that continuing indefinitely or for a long period of time. Which mean we hope that our decoration will be memorized by the customer, also we hope their relationship will be everlasting. We choose the word everlasting because, it give a clue to people that our services is related on engagement and also marriage. We also choose the word Love because, it show that our services is focus on couple that want to have an everlasting relationship. We choose Decoration, because as you know the word decoration means something pretty that you put onto something to make it more attractive. This is our services which are; decorate anything to be as gifts for their engagement ceremony.

1.2 Nature of Business

Our nature of business is focus on the engagement decoration and ceremony which divided into any races in Malaysia. Beside that, we also provide other extra services, also to give chance for the customer to changing their ideas in designing the gifts engagement. The level of expertise will determine on how the customer will satisfied on our services.