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UNIVERSITI
TEKNOLOGI
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FACULTY OF BUSINESS MANAGEMENT

**DIPLOMA IN OFFICE MANAGEMENT
AND TECHNOLOGY (BM118)**

FUN & FRIENDLY CYCLE

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TABLE OF CONTENT

CONTENT	PAGE
Letter of Submission	1
Acknowledgement	2
1.0 Executive Summary	3-4
1.0.1 Introduction	
1.1 Name of the Business	5
1.2 Nature of the Business	
1.3 Industry Profile	6
1.4 Location of the Business	7-8
1.5 Factors in Selecting The Location	
1.6 Date of Business Commencement	
1.7 Factors in Selecting The Proposal Business	9-10
1.8 Future Prospect of The Business	
1.9 Purpose of Business Plan	11
1.10 Partnership Background	12
1.11 Logo of Our Business	13
1.12 Partners' Background	14-18
1.13 Partners' Contribution	19
1.14 Letter of Agreement between Partners	20-22
2.0 Introduction to Marketing Plan	23-24
2.1 Marketing Objectives	25
2.2 Service Description	
2.3 Target Market	26
2.4 Market Size	27
2.5 Market Competitors	28
2.6 Market Share	29-30
2.7 Sales Forecast	31
2.8 Market Strategies	32-33
2.9 Marketing Budget	34-37
3.0 Operation Plan	38
3.0.1 Introduction to Operation Plan	39-40

Acknowledgement

Thanks and praise to our God because of His blessing and merciful, we manage to complete this Business Plan on time.

First of all, we want to thank express our gratitude to our ENT300 lecturer, Sir Abang Sulaiman bin Abang Naim for his support and guidance in completing this Business Plan. Without his guidance and support, we will hard to complete this Business Plan. He makes us easy to understand how to conduct this Business Plan because he giving examples and information based on his experience.

Apart from that, we also want to thank to everyone that involved in conducting our Business Plan especially our classmates. We exchanged a lot of ideas, helping each other in other to get the right information. Not for only that, we would like to give our appreciation to some organizations and companies that involve inn our project. They give us a lot of useful information regarding our project.

Last but not least, we would like to thank to everyone that direct or indirectly involved in our project. Your cooperation and contribution are so much appreciated.

Executive Summary

After we have done with our research on the business opportunity that available in Samarahan, our group has decided to conduct a business on Bicycle Rental and also sell bicycle accessories. Our group has come up with the business plan of partnership, which is namely Fun & Friendly Cycle.

In the process of establish this business plan, all the aspects including the four major of business ratifying such as marketing, operation, administration, and finance are been taken into consideration. Together with the cooperation with all the managers, we have planned and managed firmly the operation of our business from marketing until the financial plan to develop our business performance with minimum cost and maximum profit.

The marketing and operation plan are carefully handled in order to obtain maximum returns. This is important because this both factors determine the percentage of profit and the allocation of market share in providing this bicycle rental service which eventually affects both operation and marketing plan. Apart from that, it will also reflect the business's strategies of promotion and operation.

The Administration Manager will tell us about the administration budget including the chart of partnership, remuneration table, job description and so forth. Besides that, our goals and strategies in which tell us more about the company will be explain later in this business plan.

The financial plan is about the partnership contribution of capital, comprehensive income and financial as well as the partnership's cash flows.

We hope that all of the guidelines which have given to us will help us to do our business plan better so that it will be accepted.

1.0.1 Introduction

1.1 Name of the company

The name of our partnership is “**Fun & Friendly Cycle**”. The word “**Fun**” stands for the “**excitement and thrill**” during cycling.

The word “**Friendly**” stands for “**friendly to the nature and also to the people surrounding**”. We want to give awareness to our customer about caring to our nature and environment. Cycling can help to reduce the carbon dioxide in the air. Besides that, conducting this business is one of our ways to introduce cycling as a trend to our customer.

Last but not least, the word “**cycle**” means the name of our business which is we provide bicycle rental service and also selling the bicycle accessories to our customers. Besides that, cycle also a part of exercise which can improve our healthy lifestyle.

1.2 Nature of the business

The nature of business that we ventured was bicycle rental service. Besides that, we also sell the bicycle accessories and its safety equipment. This is exclusive for the customers who want to give a modified for their bicycle. In addition of our service provided, we also provide promotion towards attracting new customer and to give benefit to them.