



UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING

DIPLOMA IN QUANTITY SURVEYING

ETR300

MORNING GLORY DAY CARE



NAME	SYAFINAH BINTI SAPAR (2009147729) MAS ADIB ZHAFRI BIN MASROL (2009435802) DAYANG LIYANA BINTI ABANG AZMAN (2009785061) SITI NAZIERA BINTI MOHD DAUD (2009303453) MOHD. FAUZAN BIN AHMAD (2009472766)
GROUP	AP1144A
PREPARED FOR	MISS NURASHIKIN NAZER MOHD.
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EXECUTIVE SUMMARY

Our company is known as Morning Glory Day Care. The business is in the form of partnership which consists of five members. Our nature of business is providing services to taking care of children from the age of 3 months until 4 years. Each partner contributes certain amounts of cash as agreed in our agreement and we also get loan from RHB Islamic Bank Berhad. Our business will be operating at No. 87, Lot 3693 Desa Ilmu, Fasa 10, Kota Samarahan, Sarawak

All partners are entitled to participate in the business management. We have agreed that Syafinah Binti Sapar as the General Manager, follow by Mas Adib Zhafri Bin Masrol as Administration Manager, Dayang Liyana Binti Abang Azman as Marketing Manager, Siti Naziera Binti Mohd. Daud as Operation Manager and Mohd. Fauzan Bin Ahmad as Financial Manager.

Morning Glory Day Care

The management will be lead by General Manager and assisted by other managers. The General Manager is responsible in controlling, leading, organization and planning entire business. The Administration Manager is responsible for the entire job related to the office administration. The Marketing Manager is responsible in preparing marketing plan including identifying the target market, market share, develop sales forecast and develop market strategies. The Operational Manager is responsible to control the operation of the business. The Financial Manager will be responsible in the financial matter such as preparing financial statement for each department expenses.

ACKNOWLEDGEMENT

We are grateful to Allah because of his grace this business project of nursery Morning Glory Day Care can be completed.

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A special thank to all nursery in Kota Samarahan for giving us lots of information about the nursery equipment and also the advice in doing our business project of the Morning Glory Day Care nursery.

We would also like to thank the government agencies, Kuching Water Board, Telekom Malaysia, Kumpulan Wang Simpanan Pekerja (KWSP), RHB Islamic Bank Berhad, Kuching District Inland Revenue Board of Malaysia, as the appreciation in helping us in doing our business plan.

Lastly, thanks to our classmate AP1144A for their support and cooperation, we pray to Allah to bless the entire individual that involved in completing the Morning Glory Day Care nursery business plan.

INTRODUCTION

Name of company

MORNING GLORY DAY CARE

- The name of company is selected and agreed after discussion with partners. We agreed to use this name because we are a friendly and happy place for children to spend their early learning years.

Nature of business

- The nature of our business is partnership.

Main service

- Providing services to taking care of children from the age of 3 months until 4 years.

Date of business commencement

- The business will be operating starting from 5th January 2012.