

THE RIGHT FIT: PROJECT PLANNING DOCUMENT

PROJECT NAME: "Inc. Myself"		Date:				
Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
1.0	PLANNING AND PREPARATIONS					
1.1	DEVELOP YOUR "BUSINESS RAP" - YOUR "WHO ARE YOU" DEFINED / YOUR COMPANY PROFILE IN A 10-30 SECOND "RAP":					
1.2	DEVELOP THE THREE COMPANY "STATEMENTS OF PURPOSE "					
1.3	DEFINE YOUR BUSINESS MODEL: HOW DO YOU MAKE YOUR MONEY					
1.4	WHO ARE YOUR CUSTOMERS, HOW WILL YOU REACH THEM, HOW WILL YOU CHARGE THEM?					
1.5	DEFINE YOUR PRODUCT PRICING: WHAT WILL YOU CHARGE FOR YOUR SERVICES?					
1.6	ESTIMATE YOUR COMPANY START UP COSTS AND ONGOING EXPENSES					
1.7	WORK UP A PROFORMA INCOME STATEMENT					
1.8	DEVELOP YOUR INCOME STATEMENT FOR THE NEXT FIVE YEARS					
2.0	BUSINESS SET UP / ESTABLISHMENT / MINUTIAE					
2.1	DEVELOP BUSINESS NAME, BUSINESS ADDRESS, PHONE NUMBER AND BUY ALL SAME TITLE RELATED INTERNET DOMAIN NAMES					
2.2	INCORPORATE YOUR BUSINESS VIA LEGAL ZOOM (IT'S EASY) OR ENLIST A CPA . GET AN "EIN" NUMBER					
2.3	CREATE SEPARATE EMAIL ACCTS AND FACEBOOK PAGE. CREATE A PROFILE ON "LINKED IN"					
2.4	SET UP SEPARATE BANK ACCOUNTS FOR BUSINESS USE ONLY					

THE RIGHT FIT: PROJECT PLANNING DOCUMENT

PROJECT NAME: "Inc. Myself"		Date:				
Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
2.5	DESIGN COMPANY STATIONARY, OFFICIAL CORRESPONDENCE, INVOICES AND BUSINESS CARDS					
2.6	FILE FOR AND SECURE ANY REQUIRED LICENSES, PERMITS, TRADE AGGREEMENTS, VISAS, ETC.					
2.7	ESTABLISH YOUR "BUSINESS OFFICE" (YOUR BASEMENT, GARAGE OR RENTAL SPACE)					
2.8	EXPLORE BUSINESS PROTECTION INSURANCE TO MINIMIZE RISK					
3.0	SET UP YOUR BUSINESS WEBSITE					
3.1	DESIGN WEBSITE "PAGES" ON PAPER OR IN EXCEL. DESIGN AND NAME LINKS, ETC.					
3.2	WORK UP WEBSITE "CONTENT": PERSONAL BIO, PROMO TEXT, PRODUCT EXPLANATIONS, COMPANY PURPOSE, ETC.					
3.3	USING THE 'SIX PAGE' WEBSITE DESIGN FROM "THE RIGHT FIT"; DEVELOP WEBSITE VIA OFF THE SHELF OR CONTRACT HOUSE					
3.4	TEST AND RETEST WEBSITE FUNCTIONS, LINKAGES, DOWNLOADS, EMAIL, BILLING CAPABILITIES, ETC,					
3.5	CHOOSE AND CONTACT HOSTING SERVICE. LOAD UP WEBSITE					
4.0	ENGAGE YOUR SALES AND PROMOTION PLANS (COMPLIMENT TO WEBSITE)					
4.1	DEVELOP PROMOTIONAL CONTENT ABOUT YOURSELF AND YOUR COMPANY'S COMPETITIVE EDGE					
4.2	DEVELOP PRODUCT PROMOTIONAL CONTENT AND INFORMATION DATABASE					

THE RIGHT FIT: PROJECT PLANNING DOCUMENT

PROJECT NAME: "Inc. Myself"		Date:				
Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
4.3	CONTACT / CONTRACT WITH / PARTNER WITH ADVERTISING AGENCY(S) FOR PROMO OUTREACH					
5.0	BUILD YOUR PERSONAL MARKETING PLATFORMS					
5.1	CREATE i-PHONE APPLICATIONS					
5.2	DEVELOP HARD-MERCHANDISE PROMOTIONAL ITEMS					
5.3	DEVELOP CONTENT FOR ALL TYPES OF PRINT, AUDIO, VIDEO MEDIA ADVERTISING					
5.4	DESIGN AND CONTRACT FOR THE CONSTRUCTION OF IN-STORE 'END-ISLE' DISPLAYS					
5.5	DESIGN "OUTREACH" VEHICLES: INFO-CENTER OR TRAVEL CENTER					
6.0	ESTABLISH SALES OUTREACH / CLIENT CONTACT PLANS					
6.1	ESTABLISH TERRITORY ROUTE AND THE PRIME PURCHASING CONTACTS FOR SERVICES					
6.2	CREATE A CALENDAR SCHEDULE OF CUSTOMER ENGAGEMENT					
6.3	PURCHASE VEHICLES, SERVICE EQUIPMENT, ANY SOFTWARE/HARDWARE SUPPORTS					
6.4	BEGIN COLD CALLING, CANVASING AND CONTACTING ANY AND ALL REFERENCE CONTACTS WITHIN TERRITORY					
6.5	CREATE AND IMPLEMENT "OUTREACH" VEHICLES: HEALTH INFO-CENTER					

THE RIGHT FIT: PROJECT PLANNING DOCUMENT

PROJECT NAME: "Inc. Myself"		Date:				
Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
7.0	ESTABLISH THE PRODUCTION AND DISTRIBUTION SYSTEMS					
7.1	RESEARCH AND CONTACT SUPPLY CHAIN SERVICE PROVIDERS					
7.2	CONTRACT SERVICES FOR PRODUCT WAREHOUSING, SHIPPING AND DISTRIBUTION					
7.3	HIRE AND TRAIN SERVICE PEOPLE (IF ANY IS REQUIRED) IN TECHNICAL, CULTURAL AND INTERPERSONAL SKILLS. INSTILL CORPORATE VALUES STATEMENT IN TRAINING					
7.4	DEVELOP MUTUALLY AGREED UPON SERVICE LEVEL AGREEMENTS (SLA'S) BETWEEN YOU AND YOUR SUPPLIERS					
7.5	SET UP BILLING AND INVOICING SYSTEMS WITH SAME SERVICE PROVIDERS, LINKED TO YOUR BUSINESS BANK ACCOUNTS					
8.0	DETERMINE YOUR FIRST SALE NEEDS ANALYSIS					
8.1	DEFINED SERVICE LEVEL AGREEMENTS BETWEEN YOU AND SUPPLIERS; MUTUALLY AGREED UPON AND JOINTLY ARRIVED AT IN PLACE					
8.2	DELIVERY SYSTEMS DEFINED, ENGAGED AND SCHEDULED WITH QUALITY ASSURANCE MEASURES IN PLACE					
8.3	PRODUCT / SERVICE DELIVERY TAKES PLACE AND TRANSACTION COMPLETED					
8.4	ESTABLISH CLIENT BILLING PROCEDURES / ACCOUNTS PAYABLE PRACTICES & REQUIREMENTS					

THE RIGHT FIT: PROJECT PLANNING DOCUMENT

PROJECT NAME: "Inc. Myself"			Date:			
Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
8.5	CUSTOMER INVOICE COMPLETED AND READY TO BE SENT WITH REMITTANCE ADDRESS					
8.6	CUSTOMER SUPPORT BLOG SET UP AND ACTIVE ON YOUR WEBSITE					
8.7	ENACT CUSTOMER FOLLOW UP AND CUSTOMER MANAGEMENT PROCEDURES					
8.8	CUSTOMER FEEDBACK COMMUNICATED TO SUPPLIERS					
9.0	SECURE FINANCING (AS REQUIRED)					
9.1	IDENTIFY AND QUANTIFY GAPS IN CASH FLOW FROM FINANCIAL PLANNING EXERCISE					
9.2	CREATE A BUSINESS LOAN PROPOSAL					
9.3	EXPLORE AND CONTACT VENTURE CAPITAL SOURCES AND INVESTMENT BANKS.					
9.4	SUBMIT LOAN PROPOSAL ACCOMPANIED BY STRATEGIC PLANS AND BUSINESS STATEMENTS OF PURPOSE					
9.5	CREATE AN OPEN LINE OF CREDIT WITH FINANCING SOURCE					
10.0	DEVELOP STEADY STATE OPERATING CONDITIONS					
10.1	MARKETING AND SALES PLANS IN PLACE AND ACTIVE					
10.2	SERVICE PROVIDERS FUNCTIONING PROPERLY					
10.3	CASH FLOW ACTIVITIES ARE HEALTHY AND WITHOUT PROBLEMS					

THE RIGHT FIT: PROJECT PLANNING DOCUMENT

PROJECT NAME: "Inc. Myself"					Date:		
Task #	TASK DESCRIPTIONS		Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
10.4	CONTINUOUS IMPROVEMENT PLAN IN PLACE FOR PRODUCT AND SERVICE QUALITY - ALONG WITH CUSTOMER SATISFACTION						
10.5	YOU HAVE A PLAN IN PLACE TO MAINTAIN GOOD MENTAL, EMOTIONAL AND PHYSICAL HEALTH						
TOTAL TIME REQUIRED			0				

THE RIGHT FIT: PROJECT PLANNING DOCUMENT

PROJECT NAME: "Inc. Myself"		Date:				
Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
1.0						
	1.1					
	1.2					
	1.3					
	1.4					
	1.5					
2.0						
	2.1					
	2.2					
	2.3					
	2.4					
	2.5					
3.0						

THE RIGHT FIT: PROJECT PLANNING DOCUMENT

PROJECT NAME: "Inc. Myself"		Date:				
Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
3.1						
3.2						
3.3						
3.4						
3.5						
4.0						
4.1						
4.2						
4.3						
4.4						
4.5						
5.0						
5.1						
5.2						

THE RIGHT FIT: PROJECT PLANNING DOCUMENT

PROJECT NAME: "Inc. Myself"			Date:			
Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
5.3						
5.4						
5.5						
6.0						
6.1						
6.2						
6.3						
6.4						
6.5						
7.0						
7.1						
7.2						
7.3						

THE RIGHT FIT: PROJECT PLANNING DOCUMENT

PROJECT NAME: "Inc. Myself"			Date:			
Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
7.4						
7.5						
8.0						
8.1						
8.2						
8.3						
8.4						
8.5						
9.0						
9.1						
9.2						
9.3						
9.4						

THE RIGHT FIT: PROJECT PLANNING DOCUMENT

PROJECT NAME: "Inc. Myself"		Date:				
Task #	TASK DESCRIPTIONS	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
9.5						
10.0						
10.1						
10.2						
10.3						
10.4						
10.5						
TOTAL TIME REQUIRED		0				