



Dudley CVS Business Plan Template

This template has been designed to help voluntary and community organisations develop their own business plan. This template can be amended to suit your organisation.

Timescale of business plan:

Date business plan adopted by Management Committee:

Vision

[A vision is the ideal state a project or organisation wants the world to be in, what the world will look like if the project is successful in achieving its mission]

Mission statement

[A mission statement states why an organisation or project exists and the broad effect that it wants to have].

Organisation's background

[Provide a brief description about the history of your organisation which could include information on its status, size and scale of projects, previous funders, other sources of income and the number of employees].

Context

[Explain why your organisations business plan is being developed, for example it could be because a previous business plan is coming to an end or new legislation will effect the organisation].

Values

[State your organisations beliefs, morals or rules that underpin the work you do].

Strategic aims

[State what your organisation wants to achieve over a period of time and the particular changes or differences it plans to bring about].

Strategic Aim 1	
Strategic Aim 2	
Strategic Aim 3	

Strategic objectives

[State what activities or service/s your organisation will deliver to achieve your aims].

Strategic Objective 1	
Strategic Objective 2	
Strategic objective 3	

Future trends

[Provide an outline about how your organisation sees its future environment developing. Refer to the likely needs of users. The plan should show that thought has been given to likely external developments].

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Analysis of need

[Include evidence about the need for your project/service].

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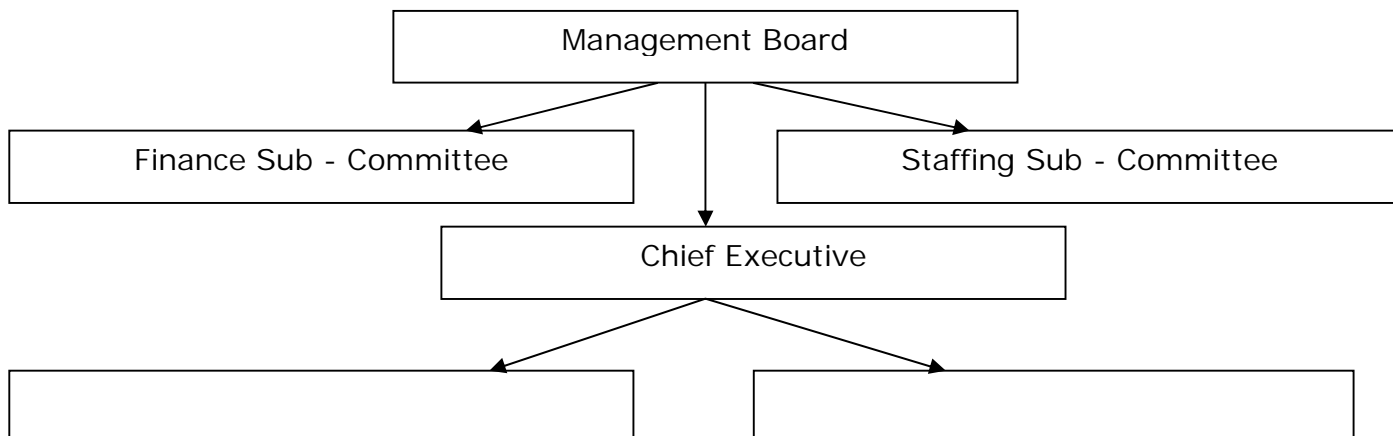
Operational plan

[Include information about the outcomes of your plan in relation to the objectives, identify the resources needed by your organisation and timescales].

Strategic objectives	Outcome/s	Resources needed	Timescales	Other info
Strategic objective 1				
Strategic objective 2				
Strategic objective 3				

Staffing structure

[Include information about the staffing structure of your organisation. This usually comes in the form of a chart providing information about the management committee, sub-committees, chief officer, senior managers, staff, volunteers].



SWOT analysis

[Include information about your organisations strengths, weaknesses, opportunities and threats].

Strengths	Weaknesses
Opportunities	Threats

Financial budgets

[Provide information about how your plan will be funded. Provide income and expenditure projections for the first year and estimates for the following year/s. Include information about the financial policies your organisation has in place and how your organisation manages its money].

Critical success factors

[Include the key elements that need to be undertaken in order to achieve your business plan].

Risk analysis and management

[Include information about the potential risks to your organisation and how these risks will be mitigated].

	Likelihood of it happening	Potential impact	Action needed to prevent it	Contingency plans to manage it
Potential risk 1				
Potential risk 2				
Potential risk 3				

Monitoring and evaluation

[Include information about how your organisation is going to monitor and evaluate its work to measure whether it is achieving its aims].

Strategic aims	Monitoring methods	Evaluation methods
Strategic aim 1		
Strategic aim 2		
Strategic aim 3		

Contingency plan

[Include information about what plans your organisation has in place to overcome any unforeseen problems e.g. how your organisation would cover any unforeseen costs].

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