



Planning a new venture – Preparing the strategy

Timetable of key activities

What are the key stages that need to be followed in setting up this enterprise, in what order and by when? What is the target opening date? What has to happen before this and when (e.g. negotiation of finance, registration of company, acquisition of premises/equipment/staff, training of staff)? What has to happen immediately after this and when (e.g. marketing campaign, production initiation, further training, targeted first order, delivery and invoice date)?

Use this worksheet to draw up a timetable of key activities:

DATE/MONTH	ACTIVITIES
dd/yy	
dd/yy	
dd/yy	
dd/yy	
dd/yy	