



Writing a business plan

A business plan is the core planning document most businesses should have. It doesn't matter if you are just starting up, or have been in business for some time. The analogy of a road map is quite valid; if you were travelling in a foreign country, you would need to have a map, not just guess where you were going.

As no-one knows the future, your business is also travelling along unknown paths, so it makes sense to have a road map for your business.

The best place to start is by accessing the free [online business plan training module](#), as it will give you a quick outline of your business idea. While you are completing this, download the excellent [Planning for Success](#) [PDF, 3957kb] guide, which will help explain some of the detail you will need to consider. You should also look at the content inside managing cash flow because creating a cash flow forecast goes hand-in-hand with business planning.

If your business plan is being written to help you raise capital, then download the [Investment Ready Guide](#) to help you better understand this process.

[Why is business planning important?](#)

Find out why you can't afford to be without a business plan.

[Preparing a business plan](#)

Find out how to structure, write and present your business plan.

[An easy way to keep business records](#)

Businesses create a lot of paperwork, and if you don't have an efficient system for recording and storing the necessary records, your business can quickly turn into chaos.

[Free business plan template](#)

Download this template to help you write your own business plan.