



Guide 10: Getting Ready to Launch your Business

Guides 10-14 will support you to actually launch and run your school business! You can follow these guides in any order. As you go through them, you will collect evidence and information to help you fill in your Annual Report. Your Annual Report is a reflection on your experience setting up and running your business. You should complete and submit it after you have been running your school business for at least 3 months.

Key Definitions

Checklist – a list of things to be done, used as a reminder

Production flow chart – a picture of the sequence of steps which make up your manufacturing process

Staff rota – a list of who will do which job and when

Learn

Getting started - Checklists

Checklists are useful tools to help your students learn organisation skills and ensure that everything which needs to get done, is done. Creating checklists is an opportunity to think systematically about all the activities required to run a business. Here is a sample checklist with **one-off tasks** you may need to do to launch your school business!

Checklist for launching your business		<input checked="" type="checkbox"/>	Comments
1	Put fundraising plans into action if start-up capital is needed (see Guide 4 for ideas)		
2	Secure infrastructure (e.g. buy equipment if needed, arrange storage and power supply)		
3	Check who your customers are and that you will be satisfying their needs (refer back to Market Research – Guide 5)		
4	Refer back to your Competitor Analysis to ensure your actions will make you stand out from your competitors		
5	Make sure that the Operational Plan is clear and split responsibilities accordingly		
6	Find and contact suppliers (if needed) or start collecting your own supplies		
7	Ensure there is sufficient time and space for the product/service preparation process		
8	Start promoting your product/service as planned		
9	Ensure your record keeping system is in place		
10	Plan weekly meetings to check progress and discuss challenges and potential solutions		

Processes – Operations

Now it is time to **describe your ongoing production process in detail**. You will need to think about: any new equipment you may need, daily/weekly/monthly production activities, inputs and where you will get them from, and outputs and where you will sell them. A simple way to design your production system (how you will produce or deliver your product or service) is in a **production flow chart**. Take a look at the example below for some ideas:

Business idea: School Uniform Production

Sale Item / Service	→ How it is made	→ Equipment needed	→ Raw materials	→ Knowledge or skills
School Uniforms	Using a template to sew together school uniforms	<ul style="list-style-type: none"> • Sewing machine • Sewing needles • Scissors and pins • Measuring tape • Marking chalk • Uniform template 	<ul style="list-style-type: none"> • Textiles • Thread 	<ul style="list-style-type: none"> • Sewing training • Guides for making each uniform (which materials, colours etc).

Staff Rotas

A **staff rota** is a list of **who** will do **which** job and **when**. Creating a staff rota is essential to helping you run your school business as effectively and efficiently as possible, especially at busy times of the school year. Students should **rotate positions in the rota regularly** (e.g. once per month or term). This rotation of roles will allow every student to gain valuable skills in different areas of the business which is also a great way to keep the team motivated!

Check

Try answering these questions to check what you have learned. If you are not sure of the answers, go over this guide again before you move on.

1. What is a checklist?
2. Draw a production flow chart for your school business (think about how you will make your product/service and what you will need to do it).
3. Why is it good practice to rotate positions (roles and responsibilities) regularly?

Do

Before you launch your school business, you will need to create a checklist for launch, plan your production process and plan your staff rota. **After at least three months** of running your school business, complete the following section on your **Bronze Annual Report template**.

Do these activities:

Fill in your Bronze Annual Report template: **Done** 

1	Create a checklist of tasks to complete to launch your school business	Section B: Running our Business	
2	Plan your ongoing production process		
3	Create a staff rota		