

Business Plan Checklist

Pursuant to Section 6(2) of the Private Career Colleges Act

General Information

Name of College

College contact name	Position	Telephone number
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Business Plan Content Checklist

All new applications must submit a Business Plan encompassing all the components listed below:

Please indicate in the boxes below the status of each business plan component submitted for review. The checklist will form the basis for business plan evaluations. Incomplete information or omission of business plan components will cause delay in registration or refusal of registration.

Section	Component	Component Completed		Information to Follow		Verification (PCC Office Use Only)	
		Yes	No	Yes	No	Yes	No
Cover Page(s)	Business name	Yes	No	Yes	No	Yes	No
	Address	Yes	No	Yes	No	Yes	No
	Phone/Fax/E-mail	Yes	No	Yes	No	Yes	No
	Operator/Owner	Yes	No	Yes	No	Yes	No
	Shareholders	Yes	No	Yes	No	Yes	No
	Principal/Manager	Yes	No	Yes	No	Yes	No
	Date	Yes	No	Yes	No	Yes	No
Executive Summary	School description	Yes	No	Yes	No	Yes	No
	Market highlights	Yes	No	Yes	No	Yes	No
Marketing Plan	Research conducted	Yes	No	Yes	No	Yes	No
	Research findings	Yes	No	Yes	No	Yes	No

	Program rationale	Yes	No	Yes	No	Yes	No
	Competitive analysis	Yes	No	Yes	No	Yes	No
	Promotion plan	Yes	No	Yes	No	Yes	No
Operating Plan	Legal structure	Yes	No	Yes	No	Yes	No
	Role of officers	Yes	No	Yes	No	Yes	No
	Management	Yes	No	Yes	No	Yes	No
	Staff requirements	Yes	No	Yes	No	Yes	No
	Location description (including floor plan)	Yes	No	Yes	No	Yes	No

Operating Plan (continued)	Equipment requirements	Yes	No	Yes	No	Yes	No
Financial Plan	Historical balance sheet(s)	Yes	No	Yes	No	Yes	No
	Historical income statement(s)	Yes	No	Yes	No	Yes	No
	Projected balance sheet opening day + 2 years	Yes	No	Yes	No	Yes	No
	Projected income statements – 2 years	Yes	No	Yes	No	Yes	No
	Projected cash-flow statements – 2 years	Yes	No	Yes	No	Yes	No
	Financial Statement Assumptions	Yes	No	Yes	No	Yes	No
	Statement of start-up requirements	Yes	No	Yes	No	Yes	No
	Personal statement(s) of net-worth	Yes	No	Yes	No	Yes	No

Evaluation

Departmental Evaluation Notes: (PCC Office Use Only)

Evaluation completed by:

Date:
