



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Tshwane South  
TVET College

"achieve the future"

# **SUBJECT: NEW VENTURE CREATION**

## **LEVEL: 3**

### **TOPIC 4: IMPLEMENT AN ACTION PLAN FOR BUSINESS OPERATIONS**

### **MODULE NO 13: DESIGN AN ACTION PLAN FOR A NEW VENTURE**

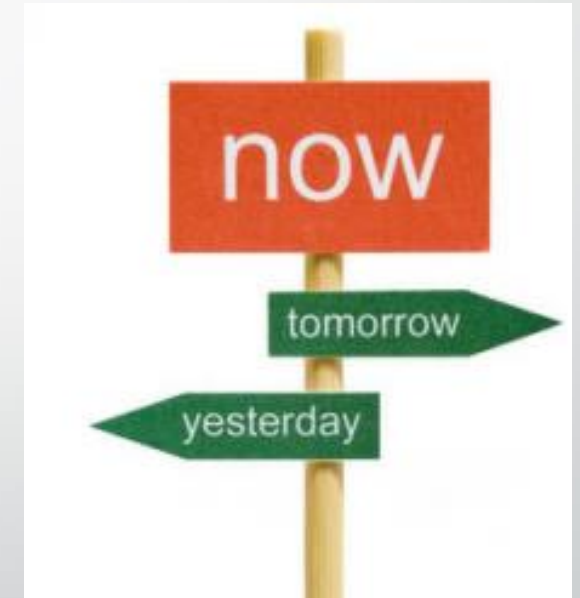
# DESIGN AN ACTION PLAN FOR A NEW VENTURE

After completing this topic, you will be able to:

- List, prioritise and explain reasons for priorities of actions to be taken to establish a business
- Schedule time frames for prioritised actions
- Determine deadlines for scheduled actions for establishing a new venture

# PRIORITISING

- Put in order of importance (important things first)



# ACTIONS TO TAKE WHEN STARTING A NEW VENTURE

- Products/services
- Who are customers
- Premises & equipment needed
- Employees needed
- Money for capital equipment



- Money needed to finance business in first 3 months
- Where get money from?
- Professional advice needed?
- Info to provide to get support needed



# SMART GOALS/ACTIONS

- S - Specific
- M - measurable
- A - achievable
- R – realistic/relevant
- T – time-related



# CAPITAL EQUIPMENT:

- Machinery, tools and vehicles





# DEADLINE:

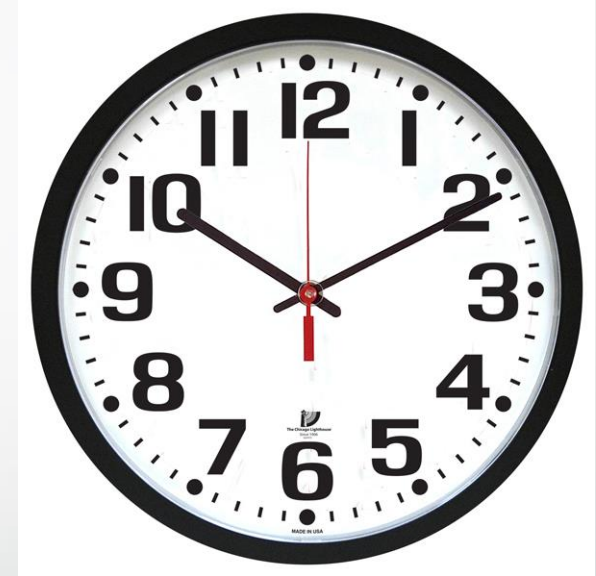
- Final date (DUE date)





# LEAD TIMES:

- Time it takes for something to be done



# PUTTING YOUR SCHEDULE BACK:

- Delaying the outcome



# ACTION SCHEDULE MUST CONTAIN:

- List of individual actions that must be implemented.
- Date on which activity should begin.



### Weekly schedule

Name:

Time / period	Monday	Tuesday	Wednesday	Thursday	Friday

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- Milepost (milestones) for completing stages of activity.
- Date of which activity must be completed.

# PRIMARY:

- Very important or basic



# DURATION:

- Period of time



# ACTIVITY



1. All businesses need to have operation systems to determine the equipment needed. Name TWO pieces of capital equipment needed in this business and name TWO pieces of consumable equipment needed in this business.
2. Name THREE operating procedures that the business can put in place in order to keep the customers happy.
3. Explain FOUR ways in which the management of the business could meet their deadlines.



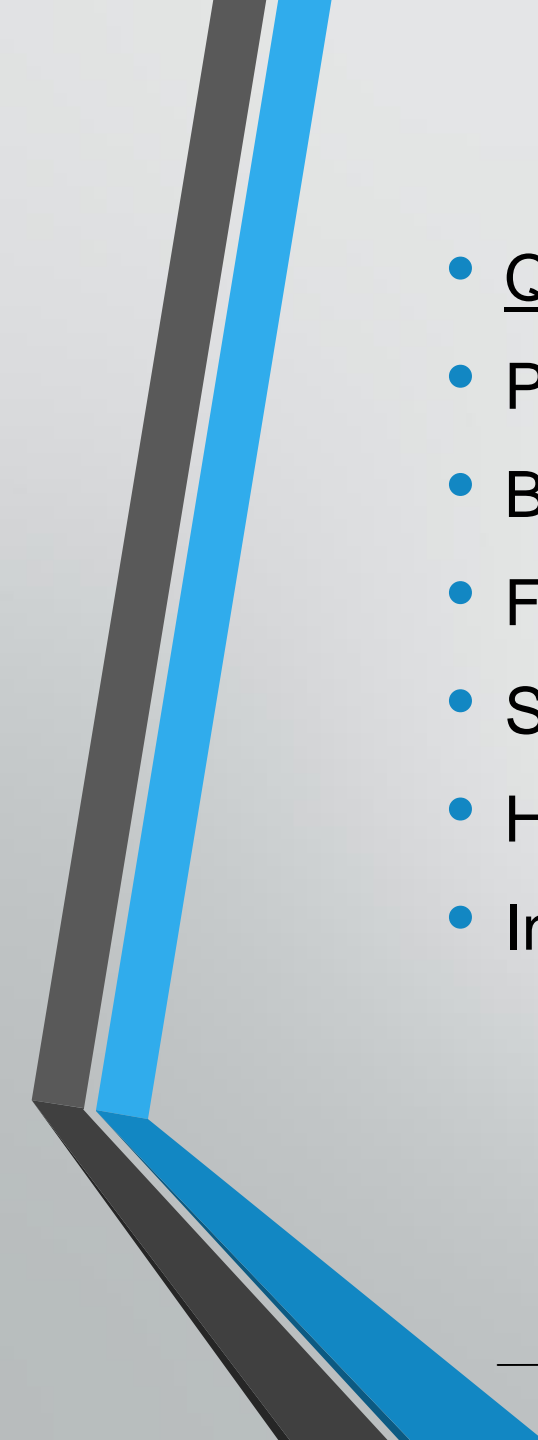
# ANSWER TO ACTIVITY

## 1. Question 1:

- Capital Equipment
- Vehicles
- Factory machines
- Office furniture
- Computers

## 2. Consumable Equipment

- Paper
- Pens
- File folders
- Post-it notes
- Toner or ink cartridges

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- Question 2:
  - Professional image
  - Bank accounts to be in place
  - Furniture and equipment
  - Stationery
  - Human resources to be in place
  - Infrastructure

- Question 3:
- Managers should have a schedule/action to indicate who is responsible for the tasks.
- Break bigger tasks into smaller and manageable tasks.
- Have a checklist to see if targets are met.
- Have regular departmental meetings to communicate with supervisors.
- Set time frames and the date the action must be completed by.