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| **SEKOLAH VOKASIONAL SULTAN BOLKIAH** |
| **BUSINESS AND COMMERCIAL DEPARTMENT** |
| Student Name |  |
| Unit Title | Small Business Management | Date Set | June 2015 |
| Group Code | DIP/BNF/03 and DIP/BMA/03 | Submission Date | June 2015 |
| Assessment No/Title | Practical and Presentation of Business Project (Assessment 3) | Return Date | June 2015 |
| Scenario and Task/s |
| Attached  |
| Performance/Enabling Objectives* Identify nature and purpose of a business plan
* Present management plan
* Present an operational plan
* Present a marketing plan
* Present a financial plan
* Project Team and Individual Role
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| Life Skills To Be Assessed (Tick the target Life Skills) |
| 1. Self-management | **** | 5. Problem Solving | **** |
| 2. Planning and Organising | **** | 6. Initiative and Enterprise | **** |
| 3. Communicating | **** | 7. Applying Numeracy, Design, and Technology Skills | **** |
| 4. Working with Others | **** | 8. Learning | **** |
| Assessment Criteria Performance Criteria/StandardPERFORMANCE STANDARDImplement Business Project Plans, Present a realistic Business Project (MS PowerPoint) |
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| Overall Grade |
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| Review/Comments & Future TargetsGroup Work Assessment |
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**Small Business Management**

**Project Presentation**

Running or starting a small business takes plentiful amounts of time and effort. Small business owners are responsible for managing all aspects of their enterprise. Management is commonly defined as the alignment and coordination of multiple activities in an organization.

Business owners use management skills to accomplish the goals and objectives of their small business. Small business management requires business owners to use a mix of education, knowledge and expertise to run their company.

Small business owners usually represent the most visible individual in an organization. Business owners are responsible for creating business relationships to advance their business operations. Vendors, suppliers and distributors are a few external companies business owners may work with in the business environment. Business owners coordinate the activities involving these vendors, suppliers and distributors to ensure that their company has sufficient stock. These resources represent the stock and supply needed to sell and market goods in the business environment.

You have gone through a long process of your business project activities. You have completed two assessments and this one is your third and final assessment for this unit.

The last two assessments were all about…

“Your idea is your best opportunity to let other people know what you want to do if you want to start your own company. It gives you the opportunity to convince them that your idea is sound and that you have the talent and resources to make your idea a successful business venture”.

To full fill above idea you have submitted a well-detailed PowerPoint containing several parts.

You have gone through a long process of your Small Business Management activities. You have completed many tasks and this one is your written assessment for this unit.

Now you are getting ready for presentation

You have to take it as challenge to pull your team all energy to present your achievement during your project.

Your team required to develop a Business Project (SBM) Presentation.

Task:

1. Name of the Business (Project Title ) (15 Marks)
2. Present the development its implementation of Logo, Vision, Mission, Objectives, and Slogan.

(20 Marks)

1. Present the Executive Summary and the business description of the Business.

(10 Marks)

1. Business Project partners’ names and individual role.

 (20 Marks)

1. Present the deed of partnership and Management Team (Organizational Chart) (25 Marks)
2. Present the marketing strategy analyses and a brief financial report.

(10 Marks)

NOTE:

* Group work on (Softcopy) a Pen Drive (Folder must Name according to Project Title)
* PowerPoint presentation