



INSTRUCTIONS FOR USING THE TEC BUSINESS PLAN TEMPLATE SYSTEM

Contents

Overview 1

Getting Started..... 2

Filling Out The Form..... 2

Contacting The TEC With Questions 2

Recommended Order Of Completion 3

Returning The Form to the TEC..... 4

Overview

The TEC business plan template system is comprised of Microsoft Word document and form templates created with Word 2007. The templates are setup so that you may only enter the required information into each section of the document. You may not edit the format or headings in any section, only enter text.

- *The Microsoft word versions of the templates are available in case the templates do not work on your system.*

Using these templates will enable the Table of Contents to be updated with the correct page numbers once you have completed entering the text.

Using the System

The presentations, articles, templates and assessments are listed below in the recommended order that they should be reviewed or completed. You may follow these recommendations or develop your own.

The files may be downloaded at the www.aultec.org website by;

1. Go to www.aultec.org
2. Click on Resources, Resource Library Documents, TEC Business Plan Development Documents



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Getting Started

1. Before working on any template you **must use “Save As” to save the file to a new name.**
2. **Please use the following naming structure : [Document Name] – [your company name]**
3. Take your time filling out these forms
4. We suggest that you work on it at your own pace. Remember to save it frequently.
5. Instructions on sending the files back to the TEC are listed below: [RETURNING THE COMPLETED ASSESSMENTS OR TEMPLATES](#)

Filling Out The Form

1. Use the mouse pointer to click on the “Click here to enter text” in each question
2. Enter your response to the question then move to the next question
3. You may enter the text by directly typing the information or cutting and pasting from another document. (i.e. TEC Business Development Assessment, other research, another business plan, etc)

Special Note: Please, Please do not be so concerned with grammar and how it looks. It is more important that you put in your thoughts and ideas right now. We will help you with everything else later. This is your time to be creative and start building the business that you desire.

Contacting The TEC With Questions

- This form might not work on all computers if they do not have the correct software installed. If this is the case send us an email and we will send you another method of taking the assessment.
- Please contact us with any other questions at: tecinfo@atlul.org
- Or Calling us at: 404-969-5572



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Recommended Order of Completion

The list below outlines the recommend order of completion for each document.

NOTE: *The files that have the same name with the .DOC OR .DOTX extensions are the Word Doc and Word Template versions of the same documents.*

1. 0 - INSTRUCTIONS FOR USING THE TEC BUSINESS PLAN TEMPLATE SYSTEM
2. 1 - DEVELOPING A BASIC BUSINESS PLAN PRESENTATION.PDF
 - This is one of the presentations used in the Business Plan Development Workshops
3. 1 - 7 STEPS TO WRITING A BASIC BUSINESS PLAN.DOC
 - An article about how to write a business plan
4. 2 - TEC BUSINESS DEVELOPMENT ASSESSMENT DOC.DOC
 - A Microsoft Word doc template form that asks questions to help you create the content for your plan. Use the answers from this assessment to write the business plan.
5. 2 - TEC BUSINESS DEVELOPMENT ASSESSMENT FORM.DOTX
 - A Microsoft Word template form that ask questions to help you create the content for your plan. Click on each section and enter the required information. Use the answers from this assessment to write the business plan.
6. 3- INSTRUCTIONS FOR USING THE TEC BUSINESS PLAN TEMPLATE
 - Instructions for using the Business Plan Template
7. 3 - TEC BUSINESS PLAN TEMPLATE DOC.DOC
 - A Microsoft Word doc template to develop the actual business plan
8. 3- TEC BUSINESS PLAN TEMPLATE FORM.DOTX
 - A Microsoft Word template form to develop the actual business plan. Click on each section and enter the required information then update the Table of Contents.
9. 3 - TEC STARTUP BUDGET TEMPLATE.XLS
 - A Microsoft Excel template to develop the Startup Budget
10. 3 - TEC CASH FLOW TEMPLATE.XLS
 - A Microsoft Excel template to develop the Cash Flow Projections



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Returning the Form to the TEC

1. Make sure to use “Save as” to save the file to a new name.
2. Please use the following naming structure : [File name] – [your company name]
3. Use your email service to send the file as an attachment to : tecinfo@atlul.org