

# Business Planning Resources for New and Existing Businesses

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## 1. Introduction

Some of the more frequently resources we're asked for by our clients relate to the business planning documents often used when setting up a new business or to support taking an existing business to the next level.

Below are some websites which provide a number of free templates, spreadsheets and other resources for your review and potential use.

Please note that askacoach.com does not specifically endorse or recommend any of these websites or tools, nor do we take any responsibility for the accuracy of information on these sites. That said, these are sites we typically visit ourselves and have received good feedback from our clients. You are responsible for your own decisions and use of any of these resources.

## 2. Australian Resources

[www.business.gov.au](http://www.business.gov.au) is offered by the Australian government to support businesses. All of these resources are free.

And here's the link to the specific templates site:

<http://www.business.gov.au/Business+Entry+Point/How-to+guides/Thinking+of+starting+a+business/What+planning+tools+can+help+me/Business+plan+guides+templates.htm>

Included here are:

- Business planning templates
- How to draw up a business plan
- Easy Plan business planning templates
- Business planning principles
- Writing guides

- Checklists
- Business models

### 3. International Resources

Some International websites and examples can be found at:

[http://www.score.org/template\\_gallery.html](http://www.score.org/template_gallery.html) This site from SCORE in the USA offers numerous business plan templates and forecasting spreadsheets. All of these resources are free. Included here are:

- Business plan for a start up
- Business plan for an established business
- Balance Sheets
- Profit and Loss Projections
- Sales Forecasts
- Break Even Analysis
- Loan amortization schedules
- Personal Finance Statements
- Other expense and profit projection spreadsheets

Please remember that this is a USA based site and therefore some information may not be fully relevant to your business and geographic environment.

<http://www.businessplans.org/> This site from the Center for Business Planning (also USA-based) offers the following free and pay-for services:

- Sample business plans
- Business plan software
- Guidelines for business planning
- Strategy Insight – test your ideas
- Business Plan Charts
- Synchronized Planning

Many of these services have free trial periods.

Please remember that this is a USA based site and therefore some information may not be fully relevant to your business and geographic environment.

<http://www.myownbusiness.org/plans/index.html> This site from My Own Business is a do it yourself course on how to start your own business and is a non-profit organisation helping people succeed in business. The course materials for free download appear below:

- Full Business Plan Template
- The Business Profile
- The Vision and the People
- Communications
- Organisation
- Licenses, Permits and Business Names
- Insurance
- Premises
- Accounting and Cash Flow
- Financing
- E-Commerce
- Acquisitions
- Marketing
- Growth Program
- International Trade
- Sample business plans
- Suggestions for People in Transition
- Evaluate a Business
- Key People To Review My Business Plan
- Site Locations Criteria
- Business Calendars

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## Further Assistance

Should you require further assistance, please consider speaking with your coach about how to locate other resources and support.

## Acknowledgements

This coaching resource document was created by Noel, Posus, Director [askacoach.com](http://askacoach.com) and contributed to by other members of the team, drawing on specific coaching skills, models and knowledge from our individual and collective experiences.

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