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#### 6. Standard Operational Plan

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- c) Administration Who will be the operation Manager to run the Business?



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# **Service Proposal**



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- 6. Operating Cost Assumptions
- 7. Expense Related Assumptions
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# Table of Contents of Report - Comprehensive Package ( Deliverables )

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- c) UAE Market Overview
- d) PESTEL Analysis of UAE
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  - ii. What are Future trends of this market?
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  - iv. What are the market Segments and the Target Market?
  - v. Geographical Analysis
  - vi. Locational Analysis
  - vii. Factors affecting the demand & (its Trends)

## 3. Premium Porter's Five Forces Analysis

- a) Threat of New Entrants in the market
- b) Rivalry
- c) Threat of New Substitution
- d) Bargaining Power of Suppliers
- e) Bargaining Power of Buyers

#### 4. Premium Competitor's Analysis

- a) Major Competitors / Similar Businesses
- b) Competitor's products & services offerings and their prices
- c) Market share analysis of top players
- d) Revenue analysis of top players
- e) Competitive Environment or Competitive Thread
- f) Geographical Coverage & Strength of the Competitor



- g) Ease of Process of Competitor
- h) Competitor's Analysis regarding social media i.e., Facebook, Instagram, LinkedIn.etc.

#### 5. Premium Suggested Business Model

- a) Key Partners (Mainly Suppliers and Stakeholders Partners are mainly Suppliers and Stakeholders, adding value to the business without being customers.
- b) Key Resources (Assets of the Business and Management Team)
- c) Key activities Physical Fitness, Yoga, Pilate & Moroccan Bath.
- d) Value Proposition Entity, Gains, Pains, What Value you will add, what others cannot do?
- e) Key Channels How This Business will approach to their customers?
- f) Customer's Relationship What would be Marketing Tools & Tactics to engage them.
- g) Cost / Price Structure Pre-Operating expenses, Direct Expenses, Indirect Expenses?
- h) Revenue Streams and Pricing What would be the prices of the Services like Yoga Studio, Pilate Studio & Moroccan bath?
- i) Key Customers For this Business who will be Customer, Will it be Individual or Corporate?
- j) Action Plan How can we improve the Business Development activities to bring more Business -Website Development and Physical Premises Development?
- k) Critical Success factors for this Businesses

#### 6. Premium SWOT Analysis

- a) Regarding Strength and Weakness
- b) Opportunities & Challenges
- c) Challenges for this Business
- d) Special Challenges / Risk Factors

#### 7. Detailed Premium Sales & Marketing Plan

- a) Advertisement & Promotion Plan
- b) Marketing Strategy & Implementation
- c) Sales Strategy & Implementation
- d) Sales Forecast or Revenue Generation or Revenue Management
- e) Internet (direct) & Internet (wholesale/3rd party)
- f) Marketing Mix (the 4 Ps)
- g) Price (fares), Place (Sales & Distribution), Promotion, Product.Product (service offering)
- h) Marketing Strategy regarding Social & Digital Media, Google Ads & Website
- i) Advertisement Plan & Promotion Plan
- i) Referral Business
- k) Artificial Intelligence

#### 8. Detailed Premium Operational Plan

- a) Service Delivery- How this Business will deliver their service?
- b) Personnel How many Staff of People will be there?
- c) Administration Who will be the operation Manager to run the Business?
- d) Customer Service How to handle the Customer service of this Business?
- e) Customer Service & Operations, Utilities and other Costs, Quality Control



f) Feedback of the Client – How to receive the Feedback of the Client?

#### 9. Detailed Human Resource Plan

- a) Organizational Structure or Chart What would be Hierarchy of the Organization Structure?
- b) Training of the Employees How to train the existing Staff and Newly Recruited Staff?
- c) Motivation of Employees How to motivate the existing Employees to get the objective done for Tasks?
- d) Replacement of Staff What would be replacement policy of the Company and in how many years, it should be replace the staff?
- e) Management Summary or Team
- f) Personnel Plan or Table
- g) Human Resource How many Persons should be in this Business?
- h) Human Resource Strategic Planning.
- i) Strategic Planning in Coming Five years, what would be the recruitments Personnel?
- j) Executive Team Structures
  - i. Procurement
  - ii. Sales, Marketing & Distribution Staff
  - iii. Human Resource Management Staff
  - iv. Operations & Customer Service Staff
  - v. Financial Management & Accounts Staff
  - vi. Professional Advisors/Consultants
  - vii. Training
  - viii. Labor
  - ix. Pay rates / scales, Benefits.
  - x. In/out-sourcing
  - xi. Unions (contracts)
  - xii. Job Quality
  - xiii. Work Compensation
  - xiv. Services & Workflow

# 10. Premium Risk & Mitigation Strategies

- a) Business model risk
- b) Operating Risk
- c) Financial Risk
- d) Technological Risk
- e) Credit Risk
- f) Legal Risk
- g) Compliance Risk
- h) Risk of Implementation
- i) Executions Risk
- i) Rapid Technological Advances
- k) Availability and retention of professional
- What Kind of Challenges are facing by this kind of Business in the market or industry?
- m) How to mitigate the Risks and What would be Mitigation Strategies to reduce the above-mentioned Risk?



# 11. Premium Financial Plan (5-Years Projections)

- a) Project Capex Summary
  - i. Project Startup Summary
  - ii. Project Capital Structure
  - iii. Project Financing
  - iv. Pre-Operating Cost
  - v. Land & Building Cost
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  - viii. Office Vehicle Requirement
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#### **Premium Key Assumptions**

- 9. Revenue Assumptions
- 10. Operating Cost Assumptions
- 11. Expense Related Assumptions
- 12. Fixed Assets Schedule assumptions

#### **Premium References**

3. Useful Web Links and Contacts



# **Project Timeline & Execution**

Tasks		Basic		Standard		Premium	
14010	Days		Days		Days		
Executive Management Summary	<b>√</b>		✓		<b>√</b>		
Worldwide Industry & Market Analysis	N/A	N/A	N/A	N/A	1	<b>√</b>	
GCC or Middle East Analysis	N/A	N/A	1	<b>~</b>	1	<b>~</b>	
UAE / Any Other Country Market Analysis	1	~	1	~	1	~	
Country Level -PESTEL Analysis	1	~	1	~	1	<b>~</b>	
Industry Level - Porter's Five Forces Analysis	1	~	1	~	1	~	
Niche Market Analysis	N/A	N/A	N/A	N/A	1	<b>~</b>	
Competitor Analysis	1	~	1	<b>~</b>	1	<b>~</b>	
SWOT Analysis of the Business / Project	1	~	1	<b>~</b>	1	<b>~</b>	
Basic & Standard Sales & Marketing Strategy/Plan	1	<b>~</b>	1	<b>~</b>	N/A	N/A	
Detailed - Premium Sales and Marketing Plan	N/A	N/A	N/A	N/A	1	<b>~</b>	
How to Build a Suggested Business Model	N/A	N/A	N/A	N/A	1	<b>~</b>	
Critical Success factors for Business	N/A	N/A	N/A	N/A	1	<b>~</b>	
Basic / Standard - Operational Plan	1	<b>~</b>	1	<b>~</b>	N/A	N/A	
Detailed - Premium Operational Plan	N/A	N/A	N/A	N/A	1	<b>~</b>	
Basic/ Standard Human Resource Plan	1	<b>~</b>	1	<b>~</b>	N/A	N/A	
Detailed – Premium Human Resource Plan	N/A	N/A	N/A	N/A	1	<b>~</b>	
Standard Risk Analysis of the Project	N/A	N/A	1	~	N/A	N/A	
Detailed – Premium Risk Analysis of the project	N/A	N/A	N/A	N/A	1	<b>~</b>	
Project Cost Summary – Startup Expenses Details	1	<b>~</b>	1	~	1	<b>~</b>	
Financial Projections – for Next 5 years	1	<b>~</b>	1	~	1	<b>~</b>	
Breakeven Analysis for Next 5 years	N/A	N/A	1	~	1	<b>~</b>	
Repayment of Long-Term Loan	N/A	N/A	N/A	N/A	1	<b>~</b>	
Return on Investment – ROI	1	<b>~</b>	1	~	1	~	
Financial Analysis or Performance Analysis of Project	N/A	N/A	1	~	1	~	
Fixed Assets Schedule	1	<b>~</b>	1	~	1	~	
Financial Risk Analysis of the Project							
Risk Analysis -1 - Sensitivity Analysis	N/A	N/A	1	~	1	~	
Risk Analysis - 2 - Scenario Analysis	N/A	N/A	1	~	1	<b>~</b>	
Growth Strategy & Exit Plan	1	<b>~</b>	1	<b>~</b>	1	<b>~</b>	
Draft Report Writing	1	<b>~</b>	1	<b>~</b>	1	<b>~</b>	
Final Report Writing	1	<b>~</b>	1	<b>~</b>	1	<b>~</b>	
Total (No. Days)	07		07		07		