

<p><b>Marketing Manager</b> Your role is to create the marketing section of the business plan.</p> <p>Skills, Knowledge and abilities:</p> <ul style="list-style-type: none"> <li>● Creativity</li> <li>● Good at drawing and design</li> <li>● Can construct questionnaires</li> <li>● Conduct research primary and secondary</li> </ul> <p>What you are required to do:</p> <ul style="list-style-type: none"> <li>● Market research and survey</li> <li>● SWOT analysis</li> <li>● Marketing campaign</li> <li>● Cost / benefit analysis of the product</li> <li>● Design a logo and slogan</li> </ul>	<p><b>Finance Manager</b> Your role is to create the finance section of the business plan.</p> <p>Skills, Knowledge and abilities:</p> <ul style="list-style-type: none"> <li>● Logical and planned</li> <li>● Good at mathematics</li> <li>● Data analysis</li> <li>● Can use excel / numbers</li> </ul> <p>What you are required to do:</p> <ul style="list-style-type: none"> <li>● Financial statements</li> <li>● Work out the costs of the business</li> <li>● Breakeven analysis</li> <li>● Cashflow forecast</li> </ul>
<p><b>Operations Manager</b> Your role is to create the operations section of the business plan.</p> <p>Skills, Knowledge and abilities:</p> <ul style="list-style-type: none"> <li>● Logical and planned</li> <li>● Can construct diagrams and flowcharts</li> <li>● Can make products</li> <li>● Training others for production</li> </ul> <p>What you are required to do:</p> <ul style="list-style-type: none"> <li>● Source costings of materials</li> <li>● Decide on what materials to use</li> <li>● Production planning</li> <li>● Distribution channels</li> <li>● Production of the product</li> </ul>	<p><b>Human Resources Manager</b> Your role is to create the human resources section of the business plan.</p> <p>Skills, Knowledge and abilities:</p> <ul style="list-style-type: none"> <li>● Works well with other people</li> <li>● Some mathematics</li> <li>● Care about wellbeing of staff and environment</li> </ul> <p>What you are required to do:</p> <ul style="list-style-type: none"> <li>● Write roles and responsibilities of your staff</li> <li>● Work out the salary and wages</li> <li>● Think about ways to promote wellbeing</li> </ul>

**Chief Executive Officer**

Your role is to be the leader and oversee the business and business planning.

Skills, Knowledge and abilities:

- Good Leader
- Supportive
- Proof reading
- Mathematics

What you are required to do:

- Guide the team to create an innovative product
- Write the vision and mission for business
- Help complete components of the business plan
- Write the executive summary
- Read and check the business plan
- Plan the presentation