

## Tier 2 Business Plan Development Tracking Agreement

The purpose of Tier 2 Business Plan Tracking is to establish the activities that are necessary to support development and launch of a full-time business venture. By initialing each step, VR Counselor and Customer are able to mutually conclude when each step has been completed and what needs to be done next. Self-Employment through business development as an employment outcome is an optional choice for the VR Customer, has no preset timeline for participation and may be discontinued at any time.

Date of Agreement: \_\_\_\_\_; VR Counselor (Print name): \_\_\_\_\_; Initials \_\_\_\_\_

VR Customer (Print name): \_\_\_\_\_; (Guardian): \_\_\_\_\_; Initials \_\_\_\_\_

Functional Task Requirements		Task Completion Record		
Interested in Developing Business Venture for Full Time Self-Employment Tier 2 Business Development		Date	Customer	Counselor
Introduce 10 Steps Customer Starts Program		Date	Customer	Counselor
Step 1: Self-Assessment Am I suited for running my own business venture?	→ Optional Consulting Support	Date	Customer	Counselor
Step 2: Business Idea Do I have a viable business idea?	→ Optional Consulting Support	Date	Customer	Counselor
Step 3: Market Analysis Is there a market for my business idea?	→ Optional Consulting Support	Date	Customer	Counselor
Step 4: Management Skills Do I have the skills needed to make this work?	→ Optional Consulting Support	Date	Customer	Counselor
Step 5: Business Plan Do I have a complete business plan?	→ Optional Consulting Support	Date	Customer	Counselor
Step 6: Forecasting Do I have a realistic forecast of revenues and costs?	→ Optional Consulting Support	Date	Customer	Counselor
Step 7: Financing Am I aware of my business financing needs?	→ Optional Consulting Support	Date	Customer	Counselor
Step 8: Outside Resources Do I know about other assistance programs?	→ Optional Consulting Support	Date	Customer	Counselor
Step 9: Venture Launch Have I covered the Business Readiness Checklist?	→ Optional Consulting Support	Date	Customer	Counselor
Step 10: Monitor Progress Do I have a plan to monitor progress once started?	→ Optional Consulting Support	Date	Customer	Counselor
Bookkeeping / Accounting Plan Do I have a plan to meet accounting requirements?	→ Optional Consulting Support	Date	Customer	Counselor
VR Monitoring / Reporting Plan Do I have a plan to comply with VR reporting?	→ Optional Consulting Support	Date	Customer	Counselor
Submit Business Plan For Knowledge Institute Review / Approval	→ Optional Consulting Support	Date	Customer	Counselor
Submit Business Plan For VR CO Review / Approval		Date	Customer	Counselor
<b>VENTURE LAUNCH</b>				