

How to use the Documents, Spreadsheets and Guides Listed on this Website Page

Document or spreadsheet	How to use it
Business Plan Completion Schedule	This document lays out a schedule of the number of weeks it will take to complete your business plan, including how much time needed to finish the homework in each module. You can use this schedule for yourself, for yourself and a partner, or for a whole group of people working on their business plan together.
How to Start a Business Plan Workgroup	It's easier and more fun to write your business plan either with one other person, or a group of people. This document tells you how to choose a partner or a group to do your plan with, how to set ground rules, and how to structure and run the meetings.
List of Web Addresses cited in PPP	This document lists every website address cited in the book.
Price List Template (page 84)	This is a copy of the worksheet on page 84 of the book, which will allow you to fill in the names of your products and their prices.
Income Statement Worksheet including COGS and General/Admin Expenses—Multiple Products (pages 96 and 142)	<p>This is a combination of two spreadsheets: the income calculator spreadsheet from page 96, and the expenses spreadsheet from page 142, for people who sell products.</p> <p>They are combined because once you calculate your income in the income spreadsheet it automatically transfers to the top of the expenses spreadsheet (so the expenses that you then enter on the expenses spreadsheet will automatically be subtracted from the income you forecasted).</p> <p>This is a single file, containing two separate spreadsheets. You can move between each sheet by clicking the tab for each one that appears in the lower left corner of the sheet. There are two files: one that will print on 8 ½ by 11 inch paper, the other that will print on 8 ½ by 14 inch paper (both landscape).</p>
Income Statement Worksheet, Including COGS and General/Admin Expenses (pages 110 and 134)	<p>This is a combination of the spreadsheets on pages 110 and 134, and is for people who bill by the hour.</p> <p>Just like in the file above, this file contains two spreadsheets. Once you calculate your income, this spreadsheet will also automatically move those income figures into the expense spreadsheet, so that the expenses you then enter will be automatically subtracted from the income you forecasted.</p> <p>This is also a single file, containing two spreadsheets. You can move between each sheet by clicking the tab for each one that appears in the lower left corner of the sheet. There are two files: one that will print on 8 ½ by 11 inch paper, the other that will print on 8 ½ by 14 inch paper (both landscape).</p>

Document or spreadsheet	How to use it
Break-Even Calculation for Products (page 163)	This is a spreadsheet that will help you calculate your break-even point if you sell products only.
Break-Even Calculation for Services (page 167)	This is a spreadsheet that will help you calculate your break-even point if you sell services only.
Break-Even Calculation for Products and Services (page 168)	This is a spreadsheet that will help you calculate your break-even point if you sell both products and services.
Cash Flow Calculation (page 170)	This spreadsheet will help you calculate your cash flow
List of Final Goals	This the Final Goals template from page 200 in Module 12
Business Plan Template (begins on page 211)	This is the business plan template you use to complete your business plan. This, plus one of the sets of spreadsheets above, constitute your entire plan.
Footwork Calculator (page 235)	This spreadsheet will help you calculate the amount of footwork you need to do to bring in sales.

NOTE: You will need a version of Microsoft Excel to use the spreadsheets. The files will open in Excel 97 to 2003, and Excel 2007.

You will need Word 97 to 2003, Word 2007, Adobe Reader, OR a software package that will read rich text format (such as WordPad, Microsoft Works, etc.) to open the documents.