

Project Planning worksheets for SERVICES away from the market

(eg dog walking, weeding, computer skills, kids' party services)

What service are you selling?	
Exactly what will you provide?	
What equipment/materials do you need?	
What are your limits (time of day, number of dogs you can walk, distance from your home)?	
How will you market your service at your stall?	
What should your customers know about you and your service? Reliable/skilled/experienced	
What signage do you need at your stall?	
How will you make your stall attractive?	
How much will you charge? Flat/hourly rate?	
How will you take bookings?	
Will you give them a booking confirmation?	
What details do you need to know about your customers?	
How will customers contact you?	
Do you need flyers or business cards?	
Do customers come to you or you go to them?	
Do you need someone in your family to drive you to your customers?	
When will customers pay you?	