How to Write a Business Plan

Bryant & Stratton College - Hampton Campus

Library Books
We have many books pertaining to Business Plans and a wide range of related subjects. You can search Destiny, the library catalog, by author, title, keyword or subject. You can also browse the shelves in the HD (Industry) and HF (Commerce) sections of the General or Reference collections. Important titles include:

- *300+ Successful Business Letters for All Occasions* REF HF5726 .B67 2010
- *Business Writing in the Digital Age* HF 5718.3 .C365 2012
- *Career Direction: The Path to Your Ideal Career* HF 5381 .Y46 2011
- *How to Write a Business Plan* REF HD 30.28 .F5 2010

E-Books
Select ‘Electronic Book’ as Material Type when searching the library catalog in the Virtual Library. Keep location ‘Bryant & Stratton College’ (don’t limit to Hampton Campus). There thousands of e-books in the catalog, including:

- *Seven Steps to a Successful Business Plan* (Coke)
- *The Entrepreneur’s Guide to Writing Business Plans and Proposals* (Chambers)

Virtual Library Databases
Have full-text articles from magazines, journals, newspapers, and other sources. Useful databases include:

- EBSCOhost databases, including:
  - Academic Search Premier
  - Business Source Complete
  - CINAHL
  - Health Business Elite
  - Literary Reference Center

Websites
How to Write a Business Plan - Outline

A. Introduction and Request for Funds
B. My Experience and Background
C. Resume
D. Business Description of Central
E. Central Personnel Agency Marketing Plan
   1. How I Will Find Qualified Employees
   2. Competition
   3. Market Growth
F. Financial Projections
   1. Introduction
   2. Loan Security
   3. Profit and Loss and Cash Flow Forecasts
G. Personal Financial Statement
   1. Assets
   2. Liabilities
   3. Income & Expenses
H. Business Risk Analysis
   1. Partner Problems
   2. Competition
   3. Slow Times
   4. Owner’s Responsibility
I. Capital Spending Plan
J. Personal Goals

This pathfinder will get you started, but doesn’t list all the resources in our library or online. It is also posted on the Hampton Virtual Library webpage at http://vl.bryantstratton.edu

Questions? Ask a Hampton Campus Librarian!