

Business Plan Competition

1. Access levels:

- a. SYSA (Sysadmin)
- b. INCU (Incubator): **INCUB-123456**
- c. ADJU (Adjudicator): **ADJU-123456**
- d. MSME (Micro Small Medium Enterprise): **MSME-123456**

2. Links and credentials to current running application

Sysadmin access

- a. <http://bedco.dedicated.co.za/>
u: sysadmin
p: What is my password?

Adjudicator Access

- b. <http://bedco.dedicated.co.za/>
u: nyabela@bedco.org.ls
p: Nthatinyabela2110

MSME access

- c. <http://bedco.dedicated.co.za/>
u: pero@pero.co.za
p: Pa\$\$w0rd

3. Sysadmin Views

- a. ***Dashboard***
 - i. Active Competitions
 - ii. Incubators
 - iii. Competition Adjudicators
 - iv. Total MSME
- b. ***Competitions***
 - . View and Manage Incubators
 - i. Competition Settings (create / edit / delete packages)
- c. ***User Management***
 - . Create / View / Edit / Delete / Reset Password
- d. ***Resources***
 - . **Frequently Asked Questions**
 - 1. View to manage frequently asked questions for all COMM/ADJU and MSME
- e. ***Monitoring & Reports***
 - . Export information related to each competition.
 - i. Being able to export the data to excel or pdf files.
 - ii. Measurement and reporting on the competition's performance

- iii. Measurement and reporting on Users' Performance
- iv. Generate score results through Adjudicators feedback and reviews
- v. Generate reporting dashboards

4. Incubator Views

a. Dashboard

- i. Competition Reference
- ii. Registered Competitors (Total MSME Registration)
- iii. Competition Adjudicators (Total Adjudicators)
- iv. Competition qualifying entries (00)
- v. Competition Start Date (Date that the competition button will be active for MSME to start submitting their business plans)
- vi. Submission End Date (Date that the system should not allow any submission to the competition)
- vii. Scoring and Selection End Date (Date when the last selection is done) (30 Days from the submission end date)
- viii. Competition End Date (Results date)

b. Competition

- . Manage Entries
- i. Competition Settings
- ii. Manage Competition - Creating Competition (Generate a competition ID =

COMP-123456

c. User Management

- i. Manage MSME (Create / View / Edit /Delete / Password Reset)
- ii. Manage Adjudicators (Create / View / Edit /Delete / Password Reset)
- iii.

6. Adjudicator Views

c. Dashboard

- . Adjudicator Reference
- i. Competition Reference
- ii. Total Assigned Competitors (Total MSME assigned to adjudicator)
- iii. Competition Start Date
- iv. Competition End Date (Results date)
- v. Scored Entries (entries that the adjudicator has scored)

d. Competition

- e. Competition Details
- f. Adjudication
- g. Scored Entries

6. MSME Views

a. Dashboard

- i. Competition Reference
- ii. MSME Reference
- iii. MSME Full Name

- iv. Competition Start Date
- v. Competition End Date
- vi. Competition Status

b. Competition

- i. Competition Details
- ii. Competition Terms and Conditions
- iii. Business Plan Submission
- iv. Competition Status

HOW IT WORKS

1. **SYSA** | The sysadmin should be able to create subscription packages in the system. The sysadmin can also be able to register a profile for an incubator.
2. **SYSA** | The sysadmin should be able to disable and enable incubators depending on the subscription agreement. Disabled incubators should not be able to create or manage competitions.
3. **INCU** | Incubators should be able to subscribe (register a profile) to be able to manage and run with their own Business Plan competitions. Once the INCU subscribe, he should receive an email with a unique ID. The account should be activated by clicking on the email link.
4. **INCU** | The Incubator should log into the system and create his competition (Each competition should have a unique ID : **COMP-123456**) based on the package he is assigned to. Once the competition is created, the competition manager can then update the competition with the following settings: [*Competition Name, Competition Description (About the competition), Competition start and end date, Selection Criteria, Submission end date and prizes to be won*].
5. **INCU** | Should have a calendar functionality to provide starting and closing dates for the competition. The calendar can also be used to invite shortlisted MSME for a meeting, workshop and training.
6. **INCU** | Incubator registers adjudicators under his profile and assigns them to a competition. The adjudicators will be tasked with screening and marking of the competition entries.
7. **ADJU** | The adjudicator will receive an email with his reference number inviting him to log in. The adjudicator will also need to activate his account by clicking on the link that will be sent to him via email.

8. **MSME** | can register a profile using the Competition Unique ID that is provided to them by the Incubator. Once the MSME logs into his account. He should be able to see the Competition Details.
9. **MSME** | needs to first update their Business Details then, Update their personal details, upload all required documents before they can be able to submit their business plan for competition.
 - a. **PS:** You can log into the current system and see what constitutes the required personal and business details for each entry.
10. **MSME** | Before the submission, the MSME has to accept the competition terms and conditions that will be set by the Incubator. Note that each competition has a different set of terms and conditions.
11. **INCU** | Each competition should have a small configuration that the Incubator will have to set up first which will constitute the scoring criteria for that particular competition.

We ask you to screen and score the Business Plans according to the following criteria:

1. **Personal/Team Qualities and Entrepreneurial Background (30%)**
 - Personal motivation to start the business
 - Entrepreneurial qualities and role in the business
 - Demonstrated knowledge of the product and experience in the sector
2. **Market potential of the business plan (30%)**
 - Feasibility of the business plan
 - Market analysis and potential; is there a local market/demand for the product/service? Does the participant convincingly show that people will buy the product service?
 - Competitiveness of the product/service
 - Have potential buyers already been identified?
3. **Profitability and financial sustainability (30%)**
 - Are the financial plan and investment plan realistic?
 - Is this business concept likely to attract sufficient investment for the plan?

4. **Spin-offs on Local Economy (10%)**

- Contribution to local job creation and local knowledge and skills; will the business improve knowledge and skills of its employees or customers?
- Will the business create new jobs (directly and indirectly)?
- Innovativeness and potential for growth

5. **Bonus points: (10% bonus)**

- Additional 5 points for women owned business
- Additional 5 points for youth led enterprise (ages between 18-40)

12. **INCUBATOR** | Based on the criteria specified by the Incubator for each competition, the score will be assigned in this fashion by the adjudicators

- a. **1 stands for "Very poor";**
- b. **2 stands for "Poor";**
- c. **3 stands for "Average";**
- d. **4 stands for "Good";**
- e. **5 stands for "Excellent";**

The scores will be uploaded and automatically calculated based on your assessment and then aggregated for all entries.

13. **MSME** | Each entry for the MSME should have the text field for the MSME to enter the details on his business plan and also ability to attach the Business Plan. Note that the ADJU will only have access to the information entered into the fields and no access to the attached documents. This is to remove all the biases in the adjudication process as the adjudicator must not see the names, emails and telephone numbers of the MSME.

HIGH LEVEL PROCESS

- a. **SYSADMIN**
 - i. Creates subscription packages
 - ii. Can register an INCUBATOR and assign him to a package
 - iii. Can register an ADJU and assign him to an INCUBATOR
 - iv. Can register a MSME and assign him to an INCUBATOR.
 - v. Can view, enable and disable users.
 - vi. Can generate reports on competition for INCUBATOR
 - vii. Can have a wide calendar view of all the competitions that is set in the system by

b. **INCU**

- i. Can create a competition
- ii. Can configure and manage a competition
- iii. Can register ADJU and assign competition entries to them for them to adjudicate
- iv. Can register MSME and assign them to a competition.
- v. Can generate reports on competitions
- vi. Can view, enable and disable users (MSME and ADJU)

c. **MSME**

- i. Can register a profile under an INCU.
- ii. Can be able to see all the competitions running under that INCU.
- iii. Can enter all the competitions, monitor and get notified on the results.
- iv. Should not be able to see the list of ADJU

d. **ADJU**

- i. Can access entries that are allocated to him.
- ii. Should not be able to access the MSME details (name, telephone number or email address).
- iii. One entry can be allocated to many ADJU and the final mark should be an average of all the marks that ADJU gave to that entry.