

Assignment 803

Que 1: What do you mean by Project Report? What is the necessity of a project report?

Ans: The document which contains the required details like the personal biodata of the entrepreneur, the product to be manufactured, its design, manufacturing process, raw materials, machines and equipments required, staff needed, the amount of money required, the source of finance, costs of goods to be produced, market demand of the product and the likely profits anticipated etc. is called a project report. In simple words, project report is a written statement of what an entrepreneur proposes to take up.

→ Necessity of a project report

- i) It helps the entrepreneur in getting provisional/permanent registration of the project from the district industries centre.
- ii) It helps in allotment of industrial plot or shed for the project from state industrial development corporation.
- iii) It helps in securing supply of scarce raw materials required for the product to be manufactured.
- iv) It helps the entrepreneur in establishing techno-economic viability of the project.

Que 2: Explain the contents of a project report?

Ans: A good report should contain the following:

- i) Objective and scope of the report.
- ii) Location: Exact location of the project, lease or freehold, locational advantages etc.
- iii) Land and building: Land area, constructed area, type of construction, cost of construction, detailed plans

and estimates along with the plant layout.

- iv) Plant and machinery: Details of machinery and equipments required, electric loads, capacity, suppliers, cost, various alternatives available, laboratory equipments and other infrastructure etc.
- v) Production process: Details of production process, process chart, technical know how, technology used, alternatives available, production schedule etc.
- vi) Other utilities: Requirement of water, power, steam, compressed air requirements, source of these utilities and their cost estimates etc.