**MODULE M7 WRITING THE BUSINESS PLAN ACTION POINTS**

**ADVICE ON WRITING**

* **Decide Controls**
* **Set Maximum Words**
* **Start Writing Early**
* **Minimise Appendices**
* **Aim to Guide Readers**
* **Produce to High Quality**
* **Avoid Use of First Person**

**ADVICE ON LAYOUT**

* **Present in English**
* **Submit Two Copies**
* **Maximum 6000 Word Guideline**
* **At Least 12 Points**
* **Print on both sides**
* **15mm Margin**
* **A4 White Pages**
* **Fully Justified Left and Right**

**MODULE M7 WRITING THE BUSINESS PLAN**

**1. Rationale**

* A business plan is a widely used management tool
* It is used as an integrating method
* It is also used for control purposes.

**2. Definition**

* Not to be confused with the project plan. The project plan can lead onto the business plan.The business plan controls the SOSTAC elements and simulation analysis.

**3. Advantages**

* It is better to plan on paper
* To make mistakes on paper
* The business plan is a map

**4. Action Points**

* Decide on format and controls
* Set maximum number of words
* Start writing easily
* Get some feedback before you commit yourself to a lot of writing
* Be prepared to change
* Use and review frequently
* Minimise appendices
* Aim to guide readers

**5. Do’s and Don’ts**

* A business plan is a sustained piece of analysed writing
* It is not a description of your project.

**6. Thought Provoking Questions**

Q1. How integrated is your plan?

Q2. How often will the plan be changed?

**7. Best Sources for Help**

* Search www. for examples of good business plans
* Consult your books for help and literature.

# **MODULE M7: SAMPLE TECHNICAL DOCUMENTATION HEADINGS**

1. Introduction

1.1 Purpose and Scope

1.2 About the Website

1.3 Web Hosting

2. Architectural Prespective

2.1 Web Application Architecture - General Prespective

2.2 Website Architecture

3. Technologies Used

3.1 Server - Side Scripting Language

3.2 Client - Side Scripting Language

3.3 Database

3.4 HTML

3.5 *<Any other>*

4. Web Solution

4.1 Directory Structure

4.2 Naming Conventions

4.3 Screen -Wise Functionality

4.3.1 Description of HTML files

4.3.2 Description of ASP files

4.3.3 <Any other pages>

4.4 Database

4.4.1 Table Description

4.4.2 Database Design

4.4.3 Queries Used

4.5 Testing

4.5.1 Introduction

4.5.2 Unit Test Cases

4.6 Quality Assurance

4.6.1 Technical Assurance Checklist

5. Sample Code

**MODULE M7 PRODUCING THE WEB BASED SOLUTION**

**1. Rationale**

* It is necessary for you to demonstrate that you can produce a web based solution that can satisfy a business to business or a business to customer application
* It is important that you can demonstrate that you can follow a formal development process
* It is necessary for you to provide documentation of your web based solution that facilitates easy subsequent maintenance.

**2 Scope**

The solution should cover as a minimum the following

* Web page design
* Security log-on
* Database maintenance
* Reporting systems
* Web Hosting

**3. Documentation**

Must be professional. The documentation of your web based solution will demonstrate your abilities to a prospective employer. A piece of work that is of the standard produced by a major software house will mark you out as a practitioner rather than an amateur. It is strongly recommended that you follow a formal structure: sample technical documentation headings, overleaf.

1. **Action Points**

* Review design issues from earlier units.
* Try to take a staged approach so that you get a simple solution fully working before attempting a more complex solution. This way, if you run out of time before you complete the complex version, you will, nevertheless, have a working solution.
* Remember the importance of testing
* Leave time for uploading the web pages onto the server and to test them again once they are in situ.

**5. Do’s and Don’ts**

* Concentrate on usability rather than technical complexity.
* Maintain good organisation of documentation

**6. Best Sources for Help**

* Refer to Website Design Notes
* Look at professionally produced documentation.