

## **Detailed Project Report Template**

- 1. Introduction of the Project**
  - a. Project Idea**
  - b. Project Significance**
  - c. Project Benefit to Society**
  
- 2. Product/Service and its Application**
  - a. Product/Service Need**
  - b. Product/Service Features**
  - c. Product/Service Innovation**
  
- 3. Industry Lookout and Trends**
  - a. No. of companies**
  - b. Total Investment**
  - c. Contribution to Economy**
  - d. Capital Market**
  - e. Emerging Trends in Technology, Markets**
  
- 4. Market Potential, and Marketing Issues**
  - a. Market Size**
  - b. Number of Products/Services**
  - c. Competition**
  - d. Financial Profile of Competitors**
  
- 5. Raw Material Requirements**
  - a. Types of Raw Material**
  - b. Suppliers**

**6. Manufacturing/Service Process**

- a. Steps in Process
- b. Technology
- c. Labour-intensive

**7. Manpower Requirement**

- a. Functional Areas
- b. Skill level
- c. Number at each Level
- d. Expected Salary and Wages

**8. Implementation Schedule**

- a. Acquisition of premises
- b. Procurement & installation of Plant & Machinery
- c. Arrangement of Finance
- d. Recruitment of required manpower
- e. Trial Run

**9. How to address Environment, Health and Safety issue, if any**

**10. Cost of the Project**

- a. Land
- b. Building
- c. Plant & Machinery
- d. Equipments
- e. Furniture & Fixture
- f. Pre-operative Expenses
- g. Working Capital Margin

**11. Means of Finance**

- a. Promoters' Contribution (Equity)
- b. Bank Finance – Term Loans (Debt)
- c. Private Finance – Friends & Relatives (Debt)

**12. Working Capital**

- a. Inventories
- b. Receivables
- c. Overheads
- d. Creditors

**13. Business Model or Revenue Model**

**14. List of Plant & Machinery required**

**15. Names of Suppliers of Plant & Machinery**

**16. Profitability Calculations**

- a. Capacity Utilization
- b. Sales
- c. Direct Expenses
- d. Gross Margin
- e. Overheads
- f. Interest
- g. Depreciation
- h. Net Profit before Taxes
- i. Payback Period
- j. Cost of Product/Service

- i. Material Cost**
- ii. Labour Cost**
- iii. Direct Expenses**
- iv. Prime Cost**

**Overheads**

**17. Product/Service Profitability**

- a. Break-even Analysis**
  - i. Sales at Full capacity**
  - ii. Variable Costs**
  - iii. Fixed Costs including Interest**
- b. Profit-Volume Ratio**
- c. Margin of Safety**

**16. Statutory / Government Approvals**