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Administration

# Introduction

## Vision and Objective

### Vision:

Our vision is to be the most reliable provider of comfortable and accessible to all study spaces equipped with every necessary tool for clients while providing technological, innovative and interior design solutions.

### Objectives:

* Accessibility
  + Establish one hub in the first year of operation.
  + Ensure 90% of students in the vicinity of KNUST campus are within 15 minutes’ walk from a Study Space Plus (S2+) hub in the first 5 years of operation.
  + Ensure 80% of people around and on campus can access our repair and interior design services by just click on a phone away in the first decade of operation.
* Comfort and Facilities:

Equip each hub with high-speed internet, high speed computing resources, cushy seats and consultation desks for interactions with our IT and repair experts.

* Solution Provision:

Provide repair and interior design solutions for 70% of residents in the vicinity of KNUST campus.

* Branch Expansion:

Open 10 branches each within the first 2 decades to reach a broader student population around University of Ghana and University of Cape Coast.

* Customer Satisfaction:

Partner with at least three local businesses and campus organizations each year to offer workshops, discounts, and events that enhance the student experience.

# Organization Chart

# 

# 1.2 Manpower Planning

## Position and Number of Staff

Stuff Needed for overall Business needs:

|  |  |
| --- | --- |
| STUFF | NUMBER NEEDED |
| Accountant | 1 |
| Bookkeeper | 1 |
| Sales Team | 1 |
| IT research and solutions Team | 1 |
| Marketing Manager | 1 |

Stuff Needed For each Hub:

|  |  |
| --- | --- |
| STUFF | NUMBER |
| Hub Manager | 1 |
| Baristas | 3 |
| Cashiers | 2 |
| N Inventory Stuff | 1 |
| IT Technician | 1 |
| Customer Service Representative | 1 |
|  |  |

# 1.3 Schedule of Tasks and Responsibilities

Gideon Adjei, Hello

# 1.4 List of Office Equipment