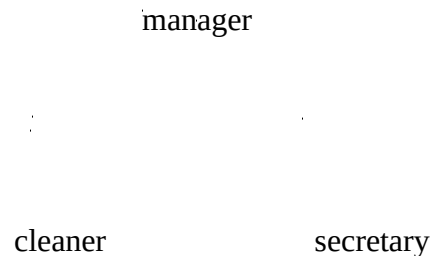


### 3. ORGANIZATION/MANAGEMENT PLAN

#### 3.0 Introduction

- This chapter shows the framework through which the organization operates.
- Determine how many employees your business plans to employ.
- Using an organization chart illustrate the flow of authority and responsibility in your business, showing various departments/sections and how they will be managed and supervised

#### Organization Chart



#### 3.1 Business manager(s)

- Identify the business manager for your proposed business and give a brief background of the manager(s), e.g name, age, nationality, residence education level. etc.
- Describe the qualifications: skills and experience required for this position.
- State both academic and professional qualifications, work experience, business experience and any other attributes you consider important to your business success.

- State the duties/responsibilities of the business manager.

**Proceed as follows:**

**Manager**

**Qualifications**

- 1.
- 2.
- 3.

**Duties**

- 1.
- 2.
- 3.
- 4.

**3.2Key personnel and others qualifications and duties**

- Apart from the business manager, the business requires other heads of sections, or persons in charge of supervision of business activities and staff, to assist the business manager as a management team.

- Identify such members of staff in your business and for each of them, show their qualifications and duties/responsibilities.
- Identify other members of your staff and for each of them, show their qualifications and duties.

**Refer to the table below for guidance**

**Key personnel and others qualifications and duties**

Title	Qualifications	Duties/responsibilities
Assistant manager	<ul style="list-style-type: none"> <li>- Degree in management</li> <li>- Age below 35years</li> <li>- Experience 5 years</li> </ul>	<ul style="list-style-type: none"> <li>- Assists manager</li> </ul>
Accountant		

<u>Driver</u>		

### **3.3 Recruitment, Training and Promotion**

#### **Recruitment**

- Describe your strategy in sourcing employees. (give your sources for your employees)
- State the steps to be followed in recruiting and placing them in your organization.

#### **Training**

- Once employed, some of the workers may require training immediately or later.

- Describe your plans for improving the skills and performance of your employees through training. e.g state reasons for training employees. State the type of training to be offered. E,g orientation, seminars and conferences

### **Promotion**

- Promotion is the upward mobility of employees.
- Indicate the factors to be considered when promoting your employees, and your strategies in creating promotional position for your workers.

### **3.4 remuneration and incentives**

- Remuneration is the payment of salaries to your employees for the services rendered.
- State your policies for paying your workers. E.g daily, weekly, monthly etc.
- Prepare a salary schedule or table. Show the titles of employees, their basic salary, allowance or other benefits and total monthly salary. **Refer the table below;**

#### **Salary schedule per month.**

<b>Title</b>	<b>No of positions</b>	<b>Salary per month</b>	<b>Allowances</b>	<b>Total salary per month</b>

Manager	1			
Assistant manager	1			
Accountant				
Watchman				
<b>Total salary</b>				<b>= 120000</b>

### Incentives

Outline some of the incentives both financial and non- financial that you will employ to motivate your workers, in order to maximize their production

- a. Financial incentives
- b. Non-financial incentives

### **3.5Legal Requirements**

Before you start operating your business, there are certain Government regulations that must be observed or legal requirements that must be met. These include;

#### **Licenses**

Identify the types of licenses that you need to obtain, where you will obtain from and the cost before you can start operating your business.

#### **Permits**

Show some of the Government permits you need to obtain for your business before you can start operating your business.

#### **By-laws.**

Each city/municipality/county council have their own by-laws that all business must observe.

Identify the by-laws that you need to observe in relation to the local Government act in your business.

### **3.6Support services**

- Every business requires certain support services or relevant infrastructure to enable it to operate effectively e.g. banking services, legal services, and insurance, technical services etc.
- State the function of each service and identify specific firms/institutions that you would like to obtain the support service from.

Type of service	Function/Use	Service provider