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To: BUS& 101 Students and Student Teams

From: Frank Hatstat, JD, MBA
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Date: July 24, 2019

Ref: **Business Plan Team Project (BTP)**

This memo outlines the requirements for the "Business Plan Team Project", (BTP) and should be read in conjunction with the additional posting, "BizPlanInstructions" on the course Canvas site.

General Instructions

The Business Plan is a written assignment accomplished as part of a team along with a PowerPoint presentation. The class will be divided randomly into "Work Teams".

Each work team will develop a business plan for a business of their choosing. By way of example, a team could select as company an existing company and develop a business plan to describe what will happen into the future, or the team could select to develop a business plan for a startup business of their own design.

I recognize the Business Plan will not be extensive as the term and available time is short. However, the plan should be a well coordinated and developed plan reflective of the typical components of a business plan and of the learning in this course.

The Business plan should reflect original research conducted on the subject of business plans, the industry of the team's chosen business, and the specifics for their business. The Business Plan should be in APA format with the exception that it be single spaced.

I suggest you make use of the resources available to you at Bellevue College for this assignment. These resources include our library and support staff, the writing laboratory, and myself as your instructor and mentor.

Details of the Assignment: The Business Plan

The Business Plan should follow APA standards for both the pages and the citations in the BP with the exception that it should be single spaced.

Your business plan should be based on research you have done using at least twenty (20) credible and valid sources. Specific citations to the sources are required. Citations such as www.yahoo.com are not sufficient. Please follow APA guidelines.

Your Business Plan will be graded in accordance with the criteria outlined on the "BizPlanInstructions" and I will create a rubric on Canvas that reflects it.

Your work will be submitted electronically on Canvas. I cannot accept work submitted via email. Let me know if you have further questions via the "Questions for the Professor" forum.