



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

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## YOUTH INTERNSHIP PROGRAM ON ORGANIC AGRICULTURE

# Enterprise Plan

## On

\_\_\_\_\_  
*Name of Enterprise*

By:

\_\_\_\_\_  
*Name of Grantee*

\_\_\_\_\_  
*Contact No. and Email Address*

*(Lot no., Street, Brgy., Municipality, Province, Region)*  
*Business Address*

\_\_\_\_\_  
*Date Prepared*



**BAGONG PILIPINAS**



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**A. GENERAL INFORMATION**

Type of Business:

Value Chain	Commodities
Production	
Processing	
Value Adding	
Marketing and Logistics	
Others. <i>Please Specify:</i> _____	

**B. EXECUTIVE SUMMARY**

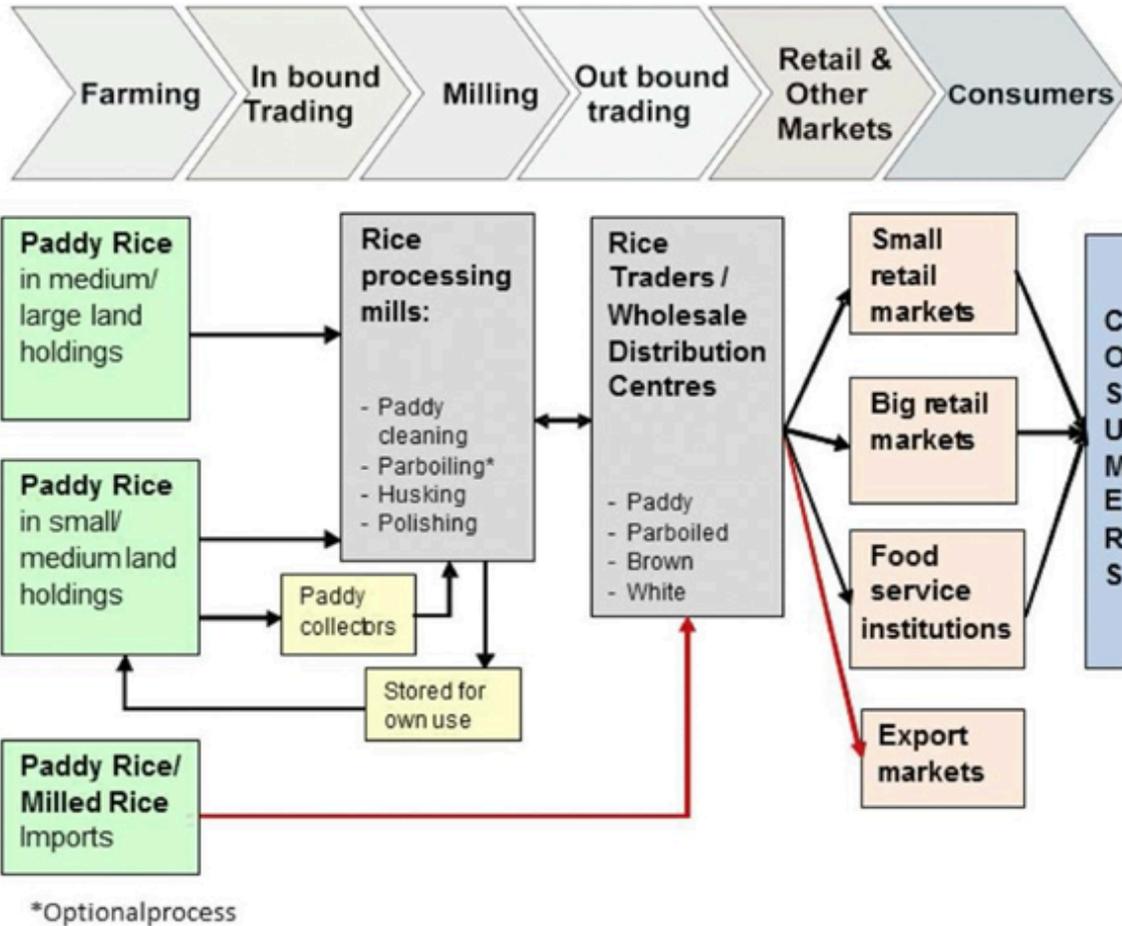
*(What is the project/business? Who is your target market? Where is the location of your target market? What is the size of your target market? What is your target market share? What is the target volume of the production? When will it start/ establishment of the project/business? Where will it be located? How much is the cost of putting up the project? What is the expected selling price per unit? What is the net income per year of operation? When will you recover your full investment?)*

**C. OPERATIONS/ PRODUCTION PLAN**

Once the annual target volume of production has been decided, this can be divided into production cycles to arrive at the production target per cycle. The inputs necessary, including facilities, equipment, and machineries required for the operation to produce the target volume can be listed. The target can include a buffer incase challenges in the production are encountered.

A work flowchart that includes the duration of each task should be produced. This will help in designing the lay-out of the facilities and in identifying the number and skills needed of personnel to be hired. Below is an illustration of a work flow chart.

(sample)



The total work or process flow of the enterprise can be subdivided into components. For example, in the rice trading business, the process of in-bound trading can start with canvassing the rice production in the area of operation, set-up of buying stations, buying of palay and delivery to the rice mill. The milling process can start with paddy cleaning, husking, polishing, packaging and storage. The out-bound trading can start with acceptance of purchase orders, arrangement of orders, loading, delivery and acceptance of payments. A gantt chart that indicates all the activities and the duration of each task and its assigned person can be made.

Other aspects of the operations plan is the identification of supplies, services, utilities, machineries, equipment and facilities that will be needed in the operation, including the layouts of the facilities. These should be done in such a way that the work or process flow is made convenient and efficient.

Gantt charts can be used for general operations planning as well as on a per person activity planning.



**GENERAL ONE (1) YEAR GANTT CHART**

(QTR 1)

ACTIVITIES	DATE			REMARKS
	M1	M2	M3	

(QTR 2)

ACTIVITIES	DATE			REMARKS
	M4	M5	M6	

(QTR 3)

ACTIVITIES	DATE			REMARKS
	M7	M8	M9	

(QTR 4)

ACTIVITIES	DATE			REMARKS
	M10	M11	M12	



## 5.2 MONTHLY GANTT CHART

ACTIVITIES	DATE					PERSON IN-CHARGE
	w1	w2	w3	w4	w5	

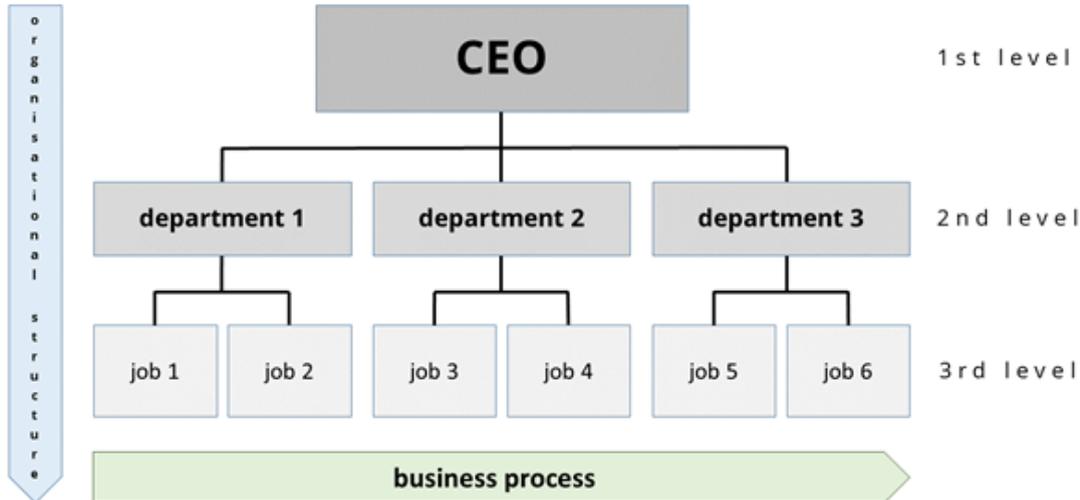
## D. HUMAN RESOURCE AND MANAGEMENT PLAN

After the work or process flow chart has been done. The tasks can be grouped to be assigned to a person. The job description or terms of reference for each personnel shall consist mainly of these tasks assigned to each. The organizational structure can then be designed that shows how teams and departments are organized, showcase relationships across the organization, and each individual's role and responsibilities.

Meantime that the enterprise operation is small, personnel can multi-task to the maximum. The onboarding of the personnel can be calibrated such that they will be hired only once the tasks for them are very well defined and assessed as necessary. The below templates can be used for the job description of each person and the organizational chart.

Position	
Description of onboarding date	
Job description	
Qualifications	

## ORGANIZATIONAL CHART (SAMPLE)



## E. FINANCIAL PLAN

A financial plan is the part of your enterprise plan that details how you will achieve your financial goals. It includes information on your capital requirement or the needed capital of your business. The plan should also detail how much funding your company needs and the key uses of these funds. It provides a framework for making financial decisions. It can be used to track progress and make adjustments as needed.

### 1. CAPITAL REQUIREMENT (How much is the needed capital of your business?)

Particulars	Quantity	Unit	Unit Cost	Amount
ANC	139	kg	400.00	55,600.00
Cow Manure	9,712	kg	2.00	19,424.00
Banana Stems	4,164	kg	1.50	6,246.00
Composting Facility	15	beds	1,500.00	22,500.00
Tricycle	1	pc	40,000.00	40,000.00
Sacks	1,000	pcs	6.00	6,000.00
<b>Total</b>				<b>149,770.00</b>

## 2. OPERATING EXPENSE (*per cycle*)

Particulars	Quantity	Unit	Rate	Total Expenses
Labor	45	Days	350.00	15,750.00
Electricity	1.5	Months	1,000.00	1,500.00
Water	1.5	Months	500.00	750.00
Fuel	60	Liters	56.00	3,360.00
Total Expenses				21,360.00

## 3. TARGET SALES PER CYCLE

Particulars	Quantity	Unit Cost	Total Sales
Vermicompost	8,325	8.00	66,600.00
ANC	139	400.00	55,600.00
TOTAL SALES			122,200.00

## 4. NET INCOME PER YEAR

Particulars	Per Cycle	No. of Cycles	Total
Sales	122,200.00	7	855,400.00
Expenses	21,360.00	7	149,520.00
ANNUAL NET INCOME			705,880.00

## F. SUSTAINABILITY AND RISK MANAGEMENT PLAN

The sustainability and risk reduction plan is crucial in crafting an enterprise plan because a large part of agricultural operation and production is affected by different internal/external factors which include calamities, drought, inflation, among others. It is important to know these factors that could dampen your enterprises in order to prepare solutions and strategies to mitigate and monitor these risks.



Identify the risks that might affect your business? (risk identification)	What are the implications of these risks to your business? (risk analysis and assessment)	What are the possible solutions and strategies that could mitigate these risks? (risk mitigation and monitoring)
<b>Supply</b>		
1.		
2.		
<b>Market</b>		
1.		
2.		
<b>Personnel</b>		
1.		
2.		
<b>Financial</b>		
1.		
2.		
<b>Calamities (Typhoon, Earthquake, Fire)</b>		
1.		
2.		
<b>Others</b>		
1.		
2.		

**Prepared by:**

\_\_\_\_\_ **(FULL NAME AND SIGNATURE)**  
Applicant



**Approved by:**

*Members of the Regional Screening and Selection Committee:*

\_\_\_\_\_  
(Name and Position)

\_\_\_\_\_  
(Name and Position)

\_\_\_\_\_  
(Name and Position)

\_\_\_\_\_  
(Name and Position)

\_\_\_\_\_  
(Name and Position)  
**ATI RTC Center Director**

\_\_\_\_\_  
(Name and Position)  
**DA RFO Regional Executive Director**