

**LOCAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICE
(LEDIPO)**

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Sample Format

PROJECT STUDY – PROFILE

I. PROJECT TITLE

II. PROJECT FEATURES SUMMARY

1. Preferred Area of Investment
2. Brief Project Description
3. Project Location
4. Total Employment to be Generated

Direct : _____

Indirect : _____

5. Project Capitalization
6. Total Project Cost

Land :

Building :

Machine/Equipment :

Working Capital (1 yr.) :

III. MARKET STUDY / ANALYSIS

1. Product Concept
2. Target Market
3. Marketing, Distribution and Pricing Strategies
4. Promotions Activity
5. Other Market Considerations

IV. TECHNICAL / OPERATIONS

1. Location
2. Product / Operational Facilities
3. Operation / Production Process
4. Operation / Production System

a. Scheduling

b. Quality Control

c. Inventory Control

5. Manpower Requirements
6. Environmental Considerations

7. Timetable
V. ORGANIZATION

1. Management System
2. Organization Structure
3. Functions and Responsibilities

VI. FINANCE

1. Estimated Project Cost and Sources of Financing
2. Financial Projections and Assumptions
3. Financial Analysis (based on pro-forma financial statements)
 - a. Internal Rate of Return
 - b. Payback Period
 - c. Return of Investment
4. Pro-forma Financial Statements (at least 5 years)
 - a. Projected Income Statement
 - b. Projected Balance Sheet
 - c. Projected Cash Flow Statement

VII. SOCIO-ECONOMIC IMPACT

1. Impact on Employment Generation
2. Impact on Community Needs
3. Impact on Government
4. Impact on the Environment

LIST OF TABLES
LIST OF EXHIBITS
LIST OF APPENDICES