

# Organizational and Management Plan

## 1. Introduction

This section describes the structure, key management personnel, and operational framework necessary to implement the proposed business idea.

## 2. Organizational Structure

Provide an overview of the company's structure. Show reporting lines and main functional areas.

### Sample Organizational Chart

- Chief Executive Officer (CEO)
  - Operations Manager
  - Finance Manager
  - Marketing Manager
  - Human Resources Manager

## 3. Key Management Team

Position	Name	Qualifications & Experience	Responsibilities
CEO	Jane Doe	MBA, 10 years in industry	Leadership, strategic planning
Operations Manager	John Smith	BSc Engineering, 8 years in operations	Overseeing daily operations
Finance Manager	Emily White	CPA, 7 years in finance	Financial planning and management
Marketing Manager	Mike Lee	BA Marketing, 6 years experience	Marketing strategy and execution

## 4. Staffing Plan

Outline the planned staffing requirements. Indicate roles to be hired, skills needed, and timeline for recruitment.

1. Recruit 5 sales personnel within first quarter
2. Hire 2 customer support staff by second quarter
3. Appoint IT administrator before launch

## 5. Management Policies and Practices

Summarize key policies such as personnel development, incentives, code of conduct, and performance management processes.

## 6. External Support

Identify external advisers and consultants (legal, accounting, technical, etc.) to be engaged to strengthen the management structure.

## 7. Summary

Recap the competence and readiness of the proposed management team and organizational setup for project success.

### **Important Notes:**

- This section should demonstrate the team's capability to execute the business plan.
- Highlight any management gaps and proposed solutions.
- Include clear reporting lines and decision-making authority.
- Update team information if significant changes occur during feasibility study.