BUSINESS PLAN

PART I

1.10 Executive Summary

Colex soap industry is a soap production and detergent line start up. Clex specialized in making customized soaps, and varsity detergents as these types of soaps and other washing aid have become very common amongst youths of this era.

It is also a mobile delivery company as its products and services are brought to the customers once he or she orders for it

Not only are the founders interested in meeting the demands of the customer, we also plan to create utmost satisfaction for these customers and also want to use this business as a means of creating employment within the community it is based in and to contribute to the economy of the country. We plan on provide products with quality and maintain this supply efficiently. We also plan on doing this at very affordable prices.

1.11 Name of Business

The name of the Business is Colex Productions industry

1.12 Legal Form of Business

Colex production company registered with Corporate Affairs Commission (CAC) with CAC registration number RC563015 (see appendix 1)

1.13 Contact Address

No.48 Odenigbo road Nsukka, Enugu State.

1.14 **Mobile phone:** 08064652372 E-Mail:corneliusagbo2015@gmail.com

1.15 **Type of Business**

Colex production is a service provider and wholesaler specialized in all kinds of soaps and detergents for better and sound washing.

1.16 Concise description of the business idea

A. Products or Services

Colex Production is a soap production and detergent line start up. Colex is specialized in making customized soaps and varieties of our soaps and detergents are very common amongst youths of this era. It is also a mobile delivery company as its products and services are brought to the door step of customers once he/she orders.

B. Customers

- public markets, youths of the society

C. Owner(s)

Colex production industry is a sole proprietorship enterprise, owned by

Cornelius Ozioma Agbo

1.17 Number of jobs to be created

By the time the company is up and running, it is expected that it will create direct jobs for 12 people

1.18 Start – up capital

The following are the components of the required startup capital

Investment (Equipment, machinery and others)	N1,948,000.00
Working Capital and pre-operating expenses	N3,948,000.00
Total	N5,896,000.00

1.19 Source of Capital

Capital requirement for the project will be sourced as shown in the table below

1.	Owner's capital	N2,000,000
2.	Donations/ Grants	N4,000,000
	Total	N4,467,320

1.110 **Profitability**:

The net profits over the years are:

1. Year 1 = N12,147,803.00

- 2. Year 2 = N28,342,392.00
- 3. Year 3 = N53,879,345.00

1.111 Level of liquidity:

The liquidity levels over the years are:

- 1. Year 1 N6, 783,646.00
- 2. Year 2 N10, 746,518.00
- 3. Year 3 N33, 620,627.00
- 1.12 Based on the fact that the planned business is technically feasible and commercially viable, it is therefore recommended for implementation and funding.

PART II

2.10 General Introduction

2.11 Background

The company was born out of the need to answer the question of 'How to ensure cleanliness and good hygiene?' arising amongst youths.

The company's designs and brands are all patented.

The mobile delivery service invented with this was born out of the need to give customize the utmost satisfaction and increase the ease of purchase

2.11 Vision Statement

To redefine cleanliness amongst our youths

2.12 Mission Statement

To satisfy customers' needs at a relatively low cost and added value.

2.13 The Company

Colex production industry is a one man business and is liable for any business debts or claims.

2.14 Products or Services offered

The services rendered are with respect to soaps and detergents whilst bringing technology to aid ease of production and sales.

2.15 Legal form and Ownership of the Enterprise

Colex soap production company is a sole proprietorship company. The project promoter is; Agbo Cornelius Ozioma

2.16 Location of the Business

The business is located at 48 Odenigbo Road Nsukka, Enugu state.

2.18 Industry Trend and Analysis

The sector within which this business will operate is the fashion industry. This industry is a rapidly growing one and will soon become the fastest growing sector of the Nigerian economy given the recent concern and attention given to 'public image' of individuals of which dressing and cleanliness plays a vital role.

Many firms have ventured into this sector but few have actually taken into consideration the "propensity to consume" of the populace and have hence produced reasonably good products at unreasonably high prices.

Colex production industry has a certain advantage in that we produce with reduced labour and advanced technological processes hence low capital is involved. This gives us room to make sales at relatively cheaper and affordable prices to the populace whilst maintaining quality

2.19 Business Strategy

I will base marketing on social media platforms and online sponsored advertisements to reach youths around the country. Efforts would be made to ensure that products are price competitive and timelines would be stuck to strictly within and outside the organization to build on the company's image and credibility to create a huge brand overtime.

2.20 Key Success Factors

Success will depend on the following factors

- Ability to create workable sales plans
- Determination in completing weekly tasks in the company with an overview of our overall good
- Gainful returns on marketing
- Building a mutual trust between the company and its customers
- Developing a strong network for brand advocacy

PART III

3.10 The Market

The main target market for Colex industry are young people within the confines of Enugu State for now. Enugu is an urban area and would have young people interested in clothing.

3.11 Sales and market share analysis:

The percentage of sales to projected output is about 80%. The market share of the product compared with that of competitors in the industry is about 65%

3.12 Key competitors and competitive advantage:

Colex productions Industry will possibly face two types of competition as discussed in the sections below:

3.13 SWOT Analysis

SWOT stands for strength, weakness, opportunities and threats and we have made an analysis in each case.

Strength

- Cheap method of delivery
- Effective method of service delivery
- Mobile delivery system on order

Weakness

• Low capital

Restricted labour available

Opportunities

- Growing demands of customized soaps amongst youths
- Growing recognition of the fashion and maintenance industry in the economy
- Different types of soap vary in demand per season

Threats

- More competition
- Unstable cost price of raw materials needed

3.14 Demand and Supply Analysis and Estimating the Initial Installed Capacity

Details	Size(Number
)
Potential demand targeted	20000
Less 30% existing competitors estimated by industry watcher to consume	5000
Available market (in the absence of expansion and very high entry wall)	
Less 10% due to possible expansion of existing competitors/entrant of new	3000
ones	
Available market	
Less 5% due to error in estimation	2000
Available demand/qualified market/demand supply gap	
Initial installed capacity cat most 60% of available demand (served	10000
market)	

4.10 Marketing Plan

4.11 Market segmentation:

Market segmentation

Potential market can be segmented into:

- Undergraduates of various universities in the country (customizing graduation soaps)
- Secondary school students (customizing graduation soaps)
- Different cooperate firms (customizing classy customer soaps)
- Youth organizations in church (customizing society soaps)

4.12 Target Market

UNDERGRADUATES OF VARIOUS UNIVERSITIES

- Various groups on campus that wish to have a better dressing and cleanliness for identification
- Various final year classes
- Potential customers are religious/ church societies
- 80% of customer experience processes from attraction to brand advocacy would be done digitally hence making buying process easier
- Low potential customers are the proposed secondary school students.

4.13 Description of the edge of product or product range of service

Colex Productions has the specifications shown in the table below:

Product/ Service	Specification (Product / Service # 1)			
Denomination/ product line	Colex			
Specification (i.e. size, colour, and	Any colour depending on design. Quality			
quality)	depends on price attachments			
Packaging	Packaged into a transparent company branded			
	form			
After sale service	None			

4.14 Marketing Plan (Using Price as a tool)

Product/ Service	1 prices(N)				
How much are customers willing to pay?	Highest	Average	Lowest.		
	5000	3000	2000		
Competitors price	Highest	Average	Lowest.		
	9000	4500	3000		
My price	2500 for ordinary soap with good designs				
	3500 for long soaps with good designs				
	4500 for varsity soaps				
Reason for setting my price	To be price competitive, but remain profitable				
Margin for discount?	No				

4.15 Market positioning Strategy:

Being a new entrant into the market Colex plans to use aggressive marketing to win a comfortable market share in the fashion industry

4.16 Marketing Mix Implementation Tools:

The marketing mix implementation targets to use the following tools:

- 1. Attractive packaging
- 2. Competitive pricing
- 3. Personal selling and
- 4. Advertisement

4.17 Channel of distribution

Colex Production would utilize the following channels of distribution:

- a. Direct to individual i.e. final consumer
- b. Through the retailers and
- c. Through wholesalers.

4.18 Start- up promotion:

These are the planned actions to inform customers about the opening of the new business (i.e. posters, fliers, advertisement, radio, opening ceremony, church announcements, etc.) However, Colex would utilize the following promotional activities:

- 1. Sign board at specific places and hand bill
- 2. Open awareness advertisement with key market targets (restaurants, hotels, schools etc)
- 3. Advertisement which would utilize the following media:
- a. Online advertisements
- b. Flyers (print media)

4.19 Alliances:

It is believed that the main promoter of the business is the key customers. So, it is in the plan of Colex to maintain proper and satisfactory services.

4.20 Marketing Calendar and Budget:

The specific marketing activities and the individuals responsible for taking actions required and the overall marketing budget are as shown below.

Marketing Budget

Date	Marketing plan	Evaluation	Personnel	Estimate
	Activity	Index	Involved	d
				Costs(N)
Start July. 2017	Road shows in	Presence of	Outsourced	20,000.00
End July. 2017	major targeted	flyers in		
	markets	major markets		
		converted		
Start August 2017	Advertisements on	Random pop	Web developer	60,000.00

End September. 2	social media	ups of the	ie	
018		product online		
Start Aug. 2017	Sales promotion thr	Every day for	2 Company worke	60,000.00
End Sept. 2017	ough give aw	months given	re r	
	ay	away		
Total				140,000.0
				0

PART V

TECHNICAL ANALYSIS

5.10 Production plan:

5.11 The Project:

The product offered by Colex production is projected to be a medium scale business and is capital intensive.

Due to its usage of advanced technology to boost digital marketing and online presence, less manual and more automated means are used reducing labor required

5.12 Production Process:

The raw materials are first supplied, then the designers produce designs suitable for the production. The soaps is moved for packaging before the product is then put up on the company's website for sale. Once a customer places an order, his request is delivered by our delivery men then the production process is complete.

5.13 The production flow chart

5.14 The Production Schedule:

The commercial production schedule of Colex production has been articulated in the tablebelow

	Mont	Input (POL)	Input (POL)	Input (POL)	Targeted
	h	(number)	(number)	(number)	output
					(FGC)
					(numbe
					r)
1	Jan	550	550	500	500

2	Feb	550	550	500	500
3	Mar	550	550	500	500
4	Apr	550	550	500	500
5	May	550	550	500	500
6	Jun	550	550	500	500
7	Jul	550	550	500	500
8	Aug	550	550	500	500
9	Sep	550	550	500	500
10	Oct	550	550	500	500
11	Nov	550	550	500	500
12	Dec	550	550	500	500
1	Jan	600	600	650	650
2	Feb	600	600	650	650
3	Mar	600	600	650	650
4	Apr	600	600	650	650
5	May	600	600	650	650
6	Jun	600	600	650	650
7	Jul	600	600	650	650
8	Aug	600	600	650	650
9	Sep	600	600	650	650
10	Oct	600	600	650	650
11	Nov	600	600	650	650
12	Dec	600	600	650	650
1	Jan	700	700	750	750
2	Feb	700	700	750	750
3	Mar	700	700	750	750
4	Apr	700	700	750	750
5	May	700	700	750	750
6	Jun	700	700	750	750
7	Jul	700	700	750	750
8	Aug	700	700	750	750
9	Sep	700	700	750	750
10	Oct	700	700	750	750

11	Nov	700	700	750	750
12	Dec	700	700	750	750

5.15 Machinery, equipment, and other requirements

S/n

Investment (Equipments and othersty		Life Spa n	Other comments
Production Equipment		10yrs	Nil
Manual production Machine	4	10yr	Nil
Printing machine		5yr	Nil
Dextop computer		5yrs	Nil
Packaging machine		5yrs	Nil
Generator		5yrs	Nil
Internet facilities		5yrs	Nil
Air conditioner		5yrs	Nil
Delivery motorcycles	1	5yrs	Nil

5.16 Technology:

Colex requires ingenuity on the part of the designes and in order to move with the current technological trends, we have made digital marketing our main source of marketing

5.17 Quality assurance and standardization

Qualified supervisors will carry out regular check- up.

Cleanliness will be maintained.

Staffs will be properly trained.

Research on modern and current methods will be carried out from time to time.

6.10 Management and Organizational Structure

6.11 Director:

The key promoter of the project is Don Ralph Media Group (DMG) The owner of the business is Agbo Cornelius Ozioma

6.12 Management team

Production manager – Linus Orajaka (Prof. Rtd)

Admin / Act Manager – B.Sc TCE with 5 years experience

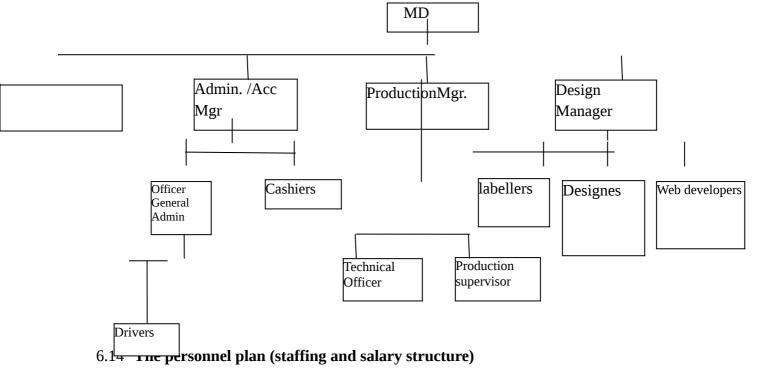
Marketing Manager – B.Sc Mkg with 6 years experience

It is the expectation of project promoters that the business would have rapid growth. If this happens the Administration function would be separated from the accounting function and new but capable hands would be hired to man the vacancies created.

6.13 Organizational structure:

This shows the hierarchy in the management using an organizational chart

ORGANIZATION STRUCTURE



S/n	Position	No.	of	Salary	per	staff	per	Total	annual	
			staff	m	onth			Sa	ılary	
	Proprietor / M.P	1		50,000.0	00			6	00,000	
[Production Supervisor	1		25,000.0	25,000.00		300,000)		
	Cashier	1		15,000.0	15,000.00		180,000)		
	Sales men	3		10,000.0	10,000.00		120,000)		
	Drivers			10,000.0	10,000.00		120,000)		
	Sub Total					1,320,0	00			
	Add 5% fringe benefits					66,000				
	GRAND TOTAL							1,386,000		

6.15 External support (Out sourcing):

The capacity of the managing crew and the organization as a body might not be adequate to handle all manner of tasks pertinent to the organization. In this instance, the organization may need to outsource certain roles or tasks.

The supply of soap to the company shall be outsourced to established produce wholesalers since Colex may not have the chance of visiting most of the nearby markets. However, efforts shall be made to select adults who source their supplies in the market. This is to ensure that the prices are competitive.

6.16 Organization's values and norms:

Colex production's core values are as listed below:

- a. To carry out business on the best ethical standards
- b. o show highest level of integrity and honesty.
- c. To maintain quality and cleanliness at all times

PART V

- 7.10 Legal, regulatory, social, and environmental issues
- 7.12 Regulatory and Environmental Issues.
- A. Regulatory Issues:
 - i. Every idea generated within the company is patented and protected
- **B.** Environmental Issues

There are no environmental issues.

The bye-products are recycled and used to produce more soaps and detergents

PART VI

8.10 Financials

8.11 Equipment machinery and others costs:

Colex would need the following equipment, machinery and others to operate. The cost implications of these are shown in the table below.

S/n	Investment (Equipments and others)ty		Amount	Total
	Electric soap prod. machine		25000	50000
	Manual prod. machine	4	10000	400000
	Printing machine		200000	200000
	Dextop computer		100000	200000

Packaging machine	40000 40000
Generator	40000 40000
Internet facilities	10000 10000
Air conditioner	20000s 60000
Delivery motorcycles	10000 300000

8.12 **SALES PLAN**

	Year 1	Year 2	Year 3
Product/Service	Colex	Colex	Colex
Product(A)/Service Quantity (Volume)	10 000	20 000	30 000
Price per unit(A)	3 000	3 000	3 000
Sales	30 000 000	60 000 000	90 000 000

8.13 **COST PLAN**

	Year 1	Year 2	Year 3
Product/Service	Colex	Colex	Colex
Product(A and B)/Raw input	10 000	20 000	30 000
Cost per unit	2 000	2 000	2 000
costs of Raw Input Total	20 000 000	40 000 000	60 000 000

8.14

The sources of material input for Colex is as shown in the table below

(a) Sources of material input for COLEX

Item	Source
a. SOAP BASE	Nigeria
b. COLOUR	Nigeria
c. GLYCERINE,FRANGRANCE	Nigeria

8.15 General cost of Administration

The cost structure shown below is as currently applied and it is hoped it will remain so even after increases has been achieved in output

Item		Current (for existing	Proposed (for new/expansion
		projects only	projects) (₦)
		(₦) for Annum	
a.	Rates (Water Rate)	63,000	63,000
b.	Traveling	100000	100000
	Expenses/Telephone		
c.	Stationery & Sundry Exp.	50,000	50,000
d.	Vehicle Running Expenses	80,000	80,000
e.	Insurance	150,000	150,000
f.	Electricity/others	180,000	180,000
g.	Other Expenses	100,000	100,000
TO	ΓAL	723,000	723,000

8.16 Preliminary & Pre-Operating Expenses (For New Projects Only)

The following expenses were incurred as a result of running around to organize men and materials needed to launch Colex industry into commercial operation.

Item	Amount
a. Company Incorporation	10,000
b. Increase in Authorized Share Capital	NIL
c. Traveling Expenses	85,000
Preparation of Business Plan/F.S.	22,000
Others (please specify)	NIL
TOTAL	117,000

Notes:

- Fixed asset investment is also called fixed capital
- Fixed asset investment + working capital + Pre operating expenses = Initial total investment outlay.
- "Pre operating expenses" refers to all expenses incurred as a result of activities
 associated with setting up the business. Examples are: cost of writing the business plan;
 travelling expenses incurred before the business kick starts.
- WIP means Work In Progress; the intermediate state between raw materials and finished goods.
- FG means finished goods inventories; the final state of transformation of raw materials i.e. finished goods, before it is sold

- The number of raw materials used to produce a given good/product could range from one to n in number.
- For raw materials the length of the period of time n usually corresponds to the gestation period.
- Debtors could be more in value than creditors or vice versa. If debtors are more, than it means the business is assisting in supporting the operations of customers. This could be done as a type of marking strategy. On the other hand, if the creditors are more in value, then supplies are assisting in financing the business (this is usually done by way of trade credit).

8.17 Working Capital Projection (to cover the production period)

Working capital items	Year 0 (N)	Year1 N	Year 2 N	Year3 N
Stock of raw material (fragrance)	800,000	800000	800000	880000
Stock of raw material(glycerine)	852,600	852600	852600	860000
Provision for utilities and others: 1	72,400	72400	72400	81000
month need of annual utilities				
Salaries/wages (3 months provision)	1,386,000	1386000	1386000	1400000
Debtors: 10 days value of annual	NIL	120000	140000	170000
sales				
	3,111,000	3231000	2991000	3391000
Less creditor: 20 days need of raw	NIL	180000	130000	190000
materials				
Working capital	3,111,000	3,051,000	3121000	3201000
Increase/Decrease in working capital		60,000	70,000	80,000

The working capital needed to get the business running as planned is N3, 111,000 (Three million, one hundred and eleven thousand naira only)

8.18 Start up Capital Needed

The funds needed for fixed asset investments, working capital and pre-operating expenses add up to give us the initial total investment outlay for Colex. As shown in the table below

S/n	Item of Expenditure	Amount
	Fixed asset investment (Equipt. Machinery and other requirements)	1,874,400
	Working Capital	3,111,000
	Pre-operating Expenses	117,000
	Initial Total Investment Outlav	N4,467,320

Thus the start-up capital need to launch Colex into commercial production is N4, 467,320 (Four million, four hundred and sixty seven thousand, and three hundred and twenty naira only).

8.19 **Financing Plan**

To raise the start-up capital, the table below shows how the capital requirement will be funded

S/n	Source of Fund	Amount (N)
	Owner's capital	3,120,000
	Bank Loan	1,347,320
	Total	4,467,320

8.20 Loan Repayment and Interest payment schedule.

Year	Loan/Loan	Interest	Annual Instalmen Loan Repaymen		Loan Bal
	Bal B/d		t	t	c/f
	A	В	С	D	E
	A	B= r(A)	C (A value in eqn.	D = C - B	E = A - D
			1)		
	1,347,320.00	N/A	N/A	N/A	1,347,320.0
					0
	1,347,320.00	67,366	450,516.46	383,150.46	964169.54
	964,169.54	48,208.4	322400.03	274,191.55	689,977.99
		8			
	689,977.99	34,498.9	230,715.57	196,216.67	NIL
		0			

Note:

$$PV = \underline{A(1 - (1 + r)^n)}$$
 r (1)

Where: PV = Loan amount; A = Annual Instalment; r = rate of interest per annum=20%; and n = tenure of loan in years=5yrs.

№56,880.00

8.21 **Schedule of Depreciation**

S/n Item of Depreciation Initial value Scrap Life span Depreciation value (yrs Electric soap prod. machine 24,500 1,900 15,000 5 Manual prod. machine 26,400 13,000 5 2,680 Printing machine 50,000 30,000 5 4000 Internet facilities 5000 1000 1000 4 16,500 Packaging machine 5 1300 10,000 12,000 generator 7000 5 1000 400,000 building 380,000 4000 5 700,000 land 600,000 10 10,000 40,000 Desktop computers 20,000 5 4000 Delivery van 550,000 320,000 10 23,000 miscellaneous 50,000 20,000 5 4000

Dep. = (iv - Sv)/Is

Where; Dep. = Total depreciation; iv = initial value; sv = scrap value; and Is = life span of asset.

8.22 Final Account Projection

Total Depreciation

This comprises of the profit and loss account, cash flow statement, and the Balance sheet. The entries made here are from earlier sections.

8.23 Estimate of Profit and Loss Account for the first 3 years for Colex Industry.

Particulars	Year 1	Years 2	Years 3

Sales	5, 100,025.00	6, 210,080.00	13, 101,200.00
Net Sales	5, 100,025.00	6, 210,080.00	13, 101,200.00
Less Expenses:			
Cost of raw materials	1,652,600	1,741,000	1,828,000
Salaries	1,386,000	1,386,000	1,486,000
Rate (water)	63,000	63,000	63,000
Telephone/Travels	100,000	100,000	100,000
Advertising	40,000	40,000	40,000
Electricity/others	180,000	180,000	185,600
Insurance	150,000	150,000	150,000
Motor Vehicle maintenance	80,000	80,000	85,000
Total Expenses	3,651,600	3,740,000	3,937,000
Profit before Tax/Int	5, 100,025	6, 210,080.00	13,101,200
Less Interest	300,000	200,100	165,000
Profit After Interest	4,800,025	6,009,980	12,936,200
Taxable Profit	4,800,025	6,009,980	12,936,200
Less Tax (30%)	144007.50	1802994	3880860
Profit After Tax	4,656,017.50	4,206,986.00	9,055,340.00
Less Annual depreciation	58,880.00	58,880.00	58,880.00
Net Profit	4,597,137.50	4,148,106.00	8,996,460.00
Appropriations	Year	Year 2	Year 3
Retained servings	2,298,568.75	2,074,053.00	4,498,230.00

Type of ratios	Year 1	Year 2	Year 3

Liqu	uidity ratios:			
a.	Current ratio	0.21	0.22	2.46
b.	Acid test ratio	1.62	1.89	2.22
Lev	erage ratios:			
a.	Debt equity	0.41	0.22	_
b.	Debt	0.25	0.08	_
	capitalization			
	ratio			
Loa	n coverage			
	ratio			
a.	Interest	32.48	150.96	235.85
	coverage ratio			
b.	Assets	3.25	9.47	_
	coverage ratio			
Pro	fitability ratio			
a.	Return on	65.04%	121.23%	145.21%
	capital			
	employed			
b.	Net margin	16.50%	42.54%	36.25%

PART VII

10.0 Risk Analysis, Contingency plan, and Exit Strategy:

10.10 Risk Contingent Analysis

Denta Poultry has identified the risks discussed in the table below.

Actions taken to guard against the risk are given as Mitigants

S/n	Risks	Mitigants

1.	Inadequate start – up demand	Aggressive promotion and advertising campaigns.
2.	Unexpected adverse events	Appropriate insurance policy will be taken
3.	High unexpected entrance of many competitors due to the fact that the business is profitable	potential competitors. Also continuous
		aggressive marketing will be sustained

10.12 Contingency Plan & Exit Strategy

The project promoters do not foresee a situation where it will fail. However, if the scenario tends to failing, the business can easily be sold since the equipment can easily be used for other things. Alternatively, the business can easily open other lines of business and diversify.

PART VIII

11.10 Other Consideration and Conclusions

11.11 Economic Justification

This project can deliver incense benefits like job creation, contribution to GDP, gross capital formation, gross domestic product (GDP). Particularly it will:

- 1. It will provide job for 12 persons
- 2. It will contribute more than $\cancel{\$}$ 10,000,000 to Gross Capital
- 3. It will contribute more than \aleph 200 Million to the GDP in the next three years.

11.12 Commercial Viability

The project is very profitable as it will generate more than \$103 Million in profit in the next three years. The liquidity positions are: N5, 200,185.00, \$7, 415,000.00; and \$ N22, 520,105.00 for year 1,2, and 3 respectively. Equally share holders net worth will from \$2, 520,000 operation to over \$21, 319,477.00 at the inception of business by the third year of operation.

11.13 Conclusion and Recommendation:

In view of the technical feasibility and commercial viability of the project, it is highly recommended for implementation and funding.