**Partly completed example Gantt chart for time required to start up the micro business (P2)**

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| **TASK** | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** |
| **Planning the idea** | Outline of proposal, company name etc |  |  |  |  |  |
| **Sourcing resources (raw materials)** |  |  |  |  |  |  |
| **Sourcing resources (fixed assets)** |  |  |  |  |  |  |
| **Setting up finances** | Research different bank accounts and talk to small business advisors at 3 different banks | Set up bank account and arrange meeting to talk to small business advisor at chosen bank | Negotiate loan and payment terms with bank |  |  |  |
| **HR - Staffing requirements** |  |  |  |  |  |  |
| **Marketing plan** |  |  |  |  |  |  |
| **Promotion** |  |  |  |  |  |  |
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