

Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

## Organization Plan Template

**Business Name:** \_\_\_\_\_

**Legal Structure:** (Sole Proprietorship, Partnership, LLC, Corporation)

We chose this structure because \_\_\_\_\_.

### Ownership:

- **Owner(s):** \_\_\_\_\_
- **Percentage of Ownership:** \_\_\_\_\_

### Management Team and Roles:

- **Name – Role/Title** \_\_\_\_\_
  - Responsibilities: \_\_\_\_\_
- **Name – Role/Title** \_\_\_\_\_
  - Responsibilities: \_\_\_\_\_

### Staffing Plan:

- Number of employees needed: \_\_\_\_\_
- Positions and duties: \_\_\_\_\_
- Will employees be full-time, part-time, or contract? \_\_\_\_\_

### Advisors/Support:

- Accountant/Bookkeeper: \_\_\_\_\_
- Mentor/Advisor: \_\_\_\_\_
- Other professional support (lawyer, consultant, etc.): \_\_\_\_\_