

Kinyozi Business Plan — Working Template

Prepared for: [business name] Prepared by: [name] Date: [date]

Replace each prompt with your own findings. This template contains no market earnings promises or predetermined equipment prices.

1. The shop and the customer

Where will the shop operate? Who are the intended customers, and when can they visit?
What did you observe in the area?

Your notes: _____

2. Services and capacity

List each service, planned price, working time, supplies needed and the person who can provide it. Allow for cleaning, breaks and late arrivals.

Your notes: _____

3. Startup budget

Record premises commitments, fit-out, equipment, initial stock, registration and county requirements, launch costs, operating reserves and contingency. Attach current quotes.

Total confirmed quotes: KES _____ Items still unpriced: _____

4. Monthly operating plan

Expected clients per day: _____ Average sale: KES _____ Open days: _____

Staff pay arrangement: _____ Consumables per visit: KES _____ Fixed costs: KES _____

Owner allowance: KES _____ Other costs to budget separately: _____

5. People and responsibilities

Who opens, books appointments, enters services, checks payments, approves adjustments, counts stock and closes the day? Who reviews the records?

Your notes: _____

6. Sales and payment controls

Explain how each service is linked to its payment and barber. Set the cash-up routine and the process for refunds, expenses, advances and unexplained differences.

Your notes: _____

7. Customer plan

How will customers find the shop, book and return? Record one launch test, its cost and what you will measure. Respect customer communication preferences.

Your notes: _____

8. Requirements and risks

List the registration, county, premises, staffing and invoicing requirements you need to confirm with the appropriate official channels or advisers. Write down what changes if demand is lower than planned.

Your notes: _____

9. Weekly review

Record planned versus actual customer visits, sales, staff pay, expenses, repeat visits and cash available. Agree which changes you will make and when you will review them.

10. Next actions

Action: _____ Responsible person: _____ Date: _____

Action: _____ Responsible person: _____ Date: _____

Action: _____ Responsible person: _____ Date: _____

Templates and calculators: <https://kinyozihq.com/tools/>