ENTREPRENEURSHIP DEVELOPMENT

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Today's topic to cover

- Project Report
- Difference between Feasibility Report and Project Report
- Purpose or Objectives of Project Report
- Importance or Benefits or Uses of Project Report
- Contents of Project Report
- Requirements of a Good Project
- General Principles of a Good Reporting System
- Methods of Reporting

Project Report

- Is a document that contains all information regarding the proposed project.
- It served as a blueprint of all operations to be undertaken for attaining the desired goals and objectives.
- It is basically the business plan of action and clearly describes its goals and objectives.

Difference between feasibility report and project report

Project Report	Feasibility Report
Project Report is a document that contains all information or aspects regarding the proposed project.	Feasibility Report helps to make choice and choose best solution.
It focuses whether project is viable or not.	It focuses on determining possibility to do easily and conveniently or not.
It does not have a specific format.	It have a specific format.
Its main objective is to provide status of scope, time and budget of project and manage expectations of stakeholders.	It s main objective is to help decision makers to choose among options that are available.
It generally submitted to bankers for availing loans.	It is generally submitted to company that requested to solve a particular problem.

Purposes or Objectives and Importance of Project Report

- See page no 152 and 153

Contents of a Project Report

- Executive Summary
- Introduction
- Background of the promoters/Entrepreneurs
- Product
- Market and Marketing
- Location
- Production Process
- Location
- Production Process
- Raw Material
- Utilities
- Transport and Communication
- Manpower Requirement
- Land and Building
- Plant and Machinery
- Cost of Project and source of finance
- Financial Viability

Requirements of a Good or an ideal project

- See page no 158

- General Principles of a Good Reporting System
- See page no 158 and 159

- Methods of Reporting
  - Written Reporting
    - Formal Financial Statements
    - Tabulated Information
    - Accounting Ratios
  - Graphic Reporting
  - Oral Reporting
- See page no 159 in detail