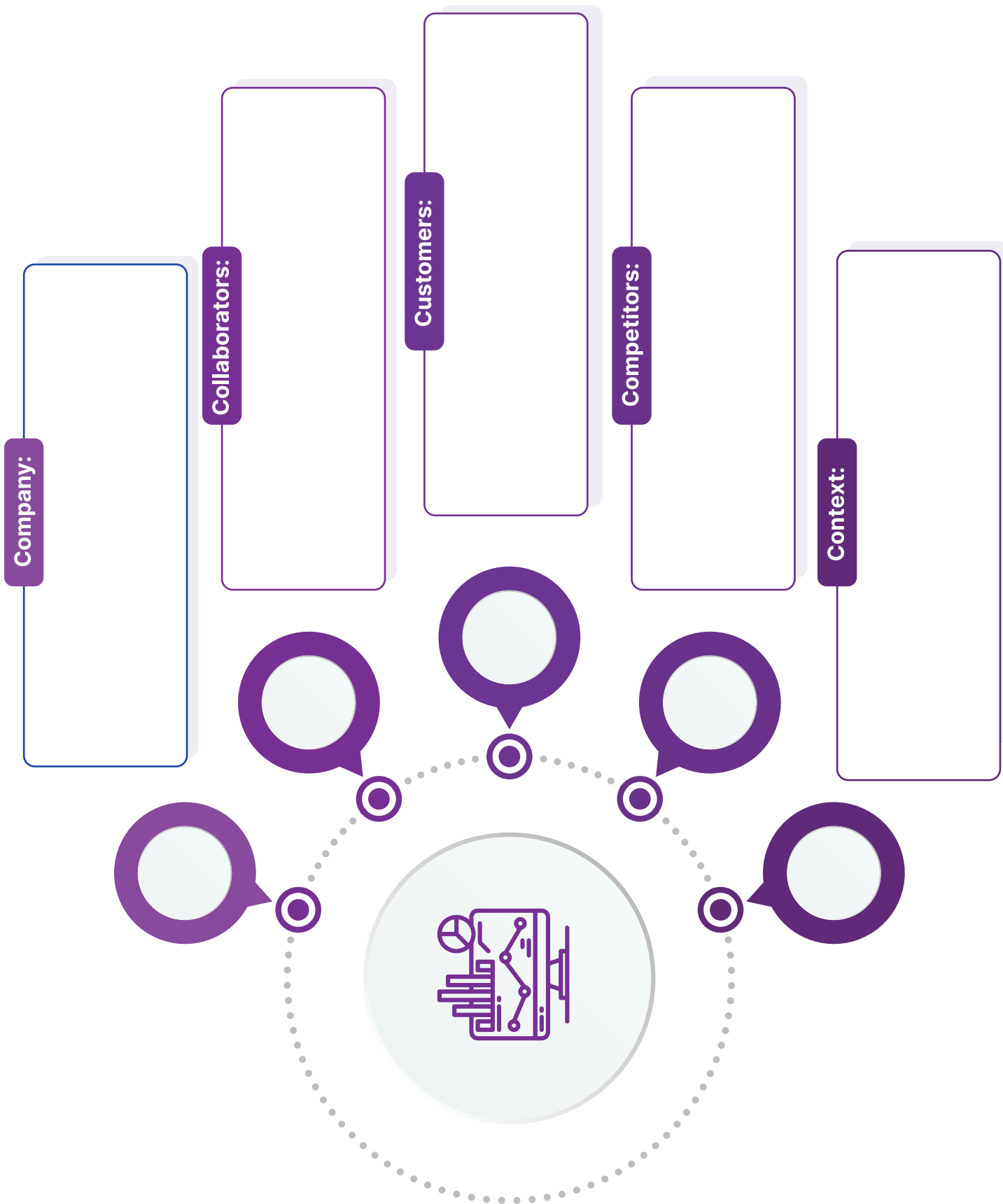


Printable Business Development Sheets

Stay organized, make better decisions, and **get the real results!**

THE
Biz
Sheets

5C'S ANALYSIS



PRODUCT PLANNER

PRODUCT NAME
Description
Budget
Total Expenses
Profit

[illegible][illegible][illegible]

STRATEGY BUSINESS PLANNER

CORE VALUES/BELIEFS Forever																										
PURPOSE (WHY) 10-30 Years	ACTIONS (To Live Values, Purpose) <table><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	1	2	3	4	5																				
1	2	3	4	5																						
TARGETS (WHERE) 3-5 Years	ACTIONS (To Live Values, Purpose) <table><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>																									
GOALS (WHAT) 1 Year	ACTIONS (To Live Values, Purpose) <table><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>																									
ACTIONS (HOW) Quarter	ACTIONS (To Live Values, Purpose) <table><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>																									

MEETING NOTES

DETAILS	
Subject	
Company	
Date & Time	Place

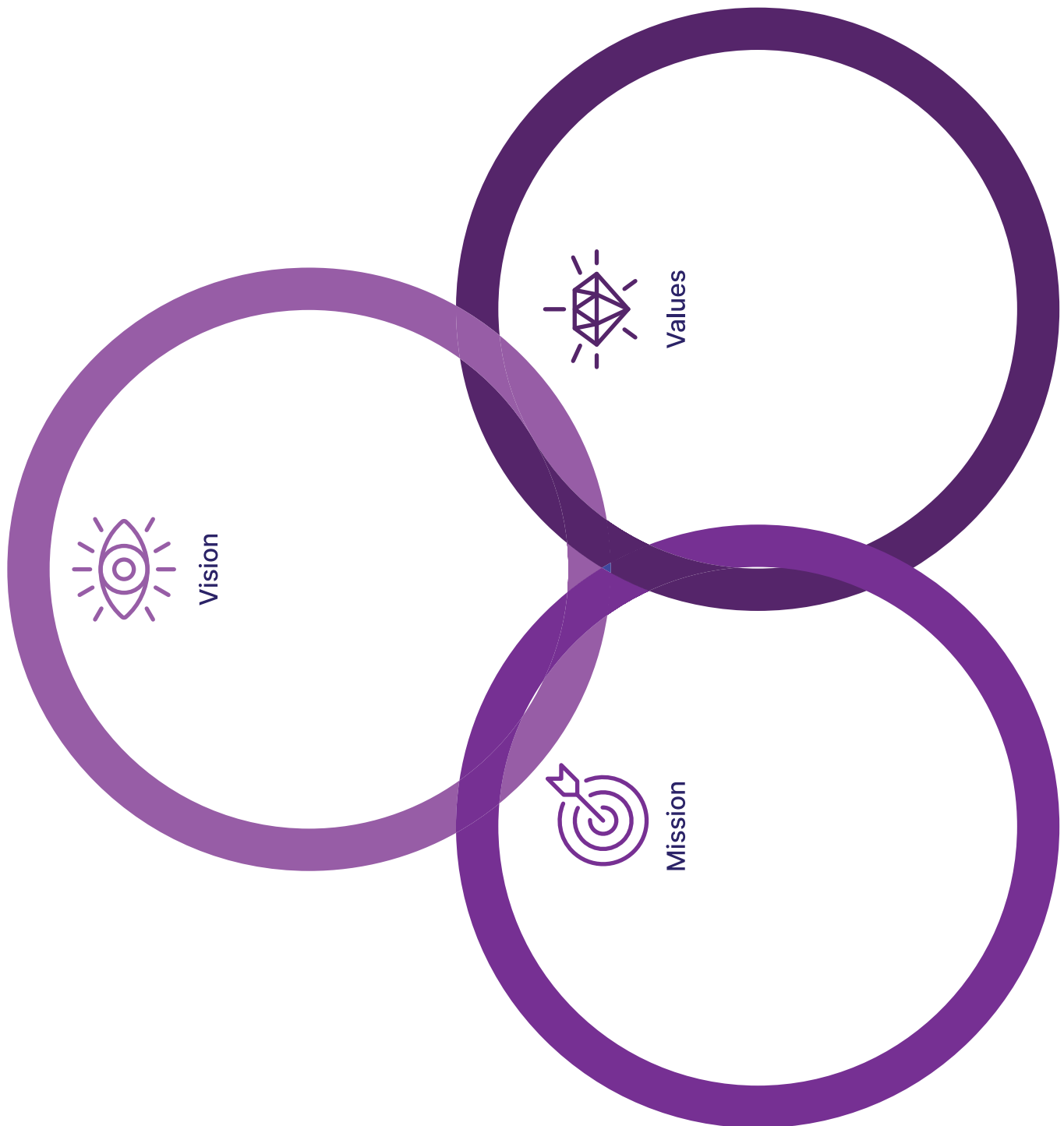
ATTENDEES

AGENDA

NOTES

TASK	IN CHARGE	DUE
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

MISSION, VISION & VALUES



BUSINESS BRAINSTORMING

BRAINSTORMING ON:

[illegible][illegible][illegible]

Comments / Limiting Beliefs To Ignore / Brain Dump

YOUR 3 BEST IDEAS

1 $\rightarrow$ ☐ _____

2 $\rightarrow$ ☐ _____

3 $\rightarrow$

SUPPLIES TO ORDER

[illegible]

PESTLE ANALYSIS

P

Political

E

Economical

S

Social

T

Technological

L

Legal

E

Environmental

STRATEGIC OBJECTIVES PLANNER CANVAS

Alignment			Evaluation
Strategic Initiatives		Performance Analysis	
Measures & Targets			Strategy Map
Strategy		Objectives	
Assessment			

BALANCED STRATEGIC SCOREBOARD

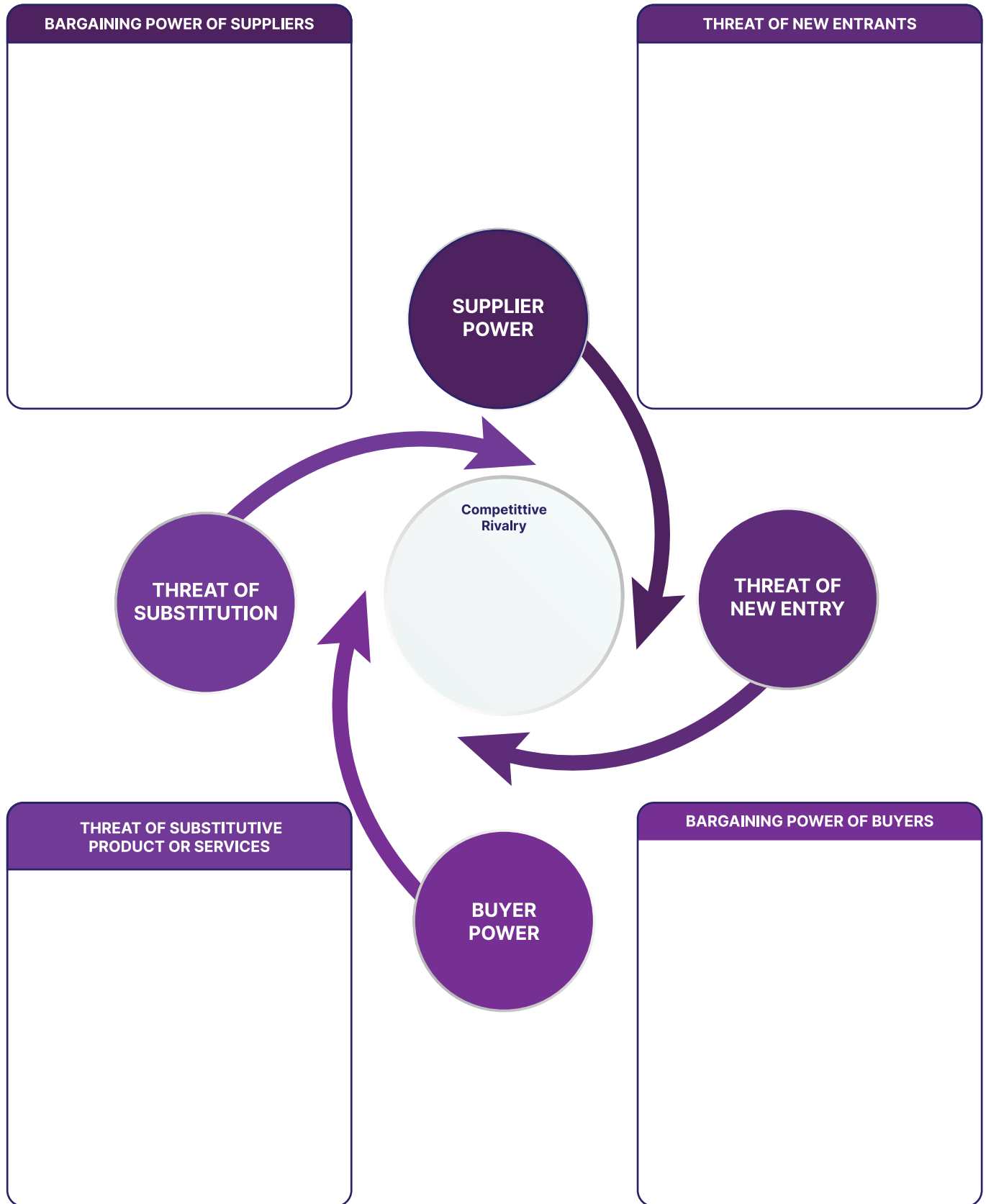
FINANCIAL			
Objectives	Measures	Targets	Initiatives

INTERNAL			
Objectives	Measures	Targets	Initiatives

CUSTOMER			
Objectives	Measures	Targets	Initiatives

GROWTH			
Objectives	Measures	Targets	Initiatives

PORTER'S FIVE FORCES TEMPLATE



RISK ASSESSMENT TEMPLATE

COMPANY:	ASSESSOR NAME:					
REVIEW DATE:	ASSESSMENT DATE:					
HAZARD IDENTIFIED	WHO IS AT RISK AND WHY?	MEASURES ALREADY IN PLACE	FURTHER ACTION(S) NEEDED	PERSON(S) RESPONSIBLE FOR ACTION(S)	DATE ACTION NEEDED BY	DATE COMPLETED

RACI MATRIX

PROJECT DELIVERABLE (ACTIVITY)	Responsible Employee & Job Title	Responsible Employee & Job Title	Responsible Employee & Job Title	Responsible Employee & Job Title	Responsible Employee & Job Title	Responsible Employee & Job Title	Responsible Employee & Job Title	Responsible Employee & Job Title	Responsible Employee & Job Title

R - RESPONSIBLE, A - ACCOUNTABLE, C - CONSULTED, I - INFORMED

BRAND IDENTITY MAP

BRAND ARCHETYPE	BRAND NAME	ORGANIZATIONAL VALUES
TARGET AUDIENCE	POSITIONING STATEMENT	CATEGORY DESCRIPTOR
FEATURE/PURCHASE FACTOR #1	REPTILIAN HOT BUTTONS	FEATURE/PURCHASE FACTOR #2
TANGIBLE BENEFITS	LIMBIC BUTTONS	TANGIBLE BENEFITS
	INTANGIBLE EMOTIONAL APPEAL	

BRAND POSITIONING TEMPLATE

TANGIBLE BENEFITS			
For:			
Who:			
Product:			
Because:			

TANGIBLE BENEFITS							Value Propositioning	Core Brand Message	Est. Marketing Budget
Top Brands:	Est. Sales	Points Of Differentiation	Perceived Quality	Pricing					
Your Brand									
Competitor #1									
Competitor #2									
Competitor #3									
Competitor #4									
Competitor #5									
Competitor #6									
Competitor #7									
Competitor #8									
Competitor #9									

BRAND MESSAGE GUIDE TEMPLATE

What unique value do we provide to our customers?					
Core value What is the goal you promise to help people achieve?					
Value themes What are the pillars that support your Core value?					
Features What do you do that enables this value theme?					
Benefits What does each feature enable for your audience?					
Proof Why should people believe you can deliver on your promised value?					
Messages How do you talk about this value?					

EVALUATE PROS & CONS

[illegible]

BUSINESS IDEAS T-CHART

THE DIFFERENCES BETWEEN 2 IDEAS IN 1 INDUSTRY

COMPETITOR ANALYSIS TEMPLATE

	Competitor 1	Competitor 2	Competitor 3
Product			
Price			
Quality			
Shipping Time			
Customer Service			
Marketing Channels			
Sales Channels			

PRODUCT LAUNCH STRATEGY SHEET

Customer Profile

Product name:

Product Description:

Unique Selling Proposition (USP):

Action Plan

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

Launch Details:

Price:

Release Date:

Sales Channels:

Target Customer

Age Range :

Gender:

Location:

Income level:

Sales Channels

1

2

3

4

5

SWOT ANALYSIS WORKSHEET

S

Strengths

What are our key advantages?

W

Weaknesses

What are our main shortcomings?

O

Opportunities

What external factors can we use?

T

Threats

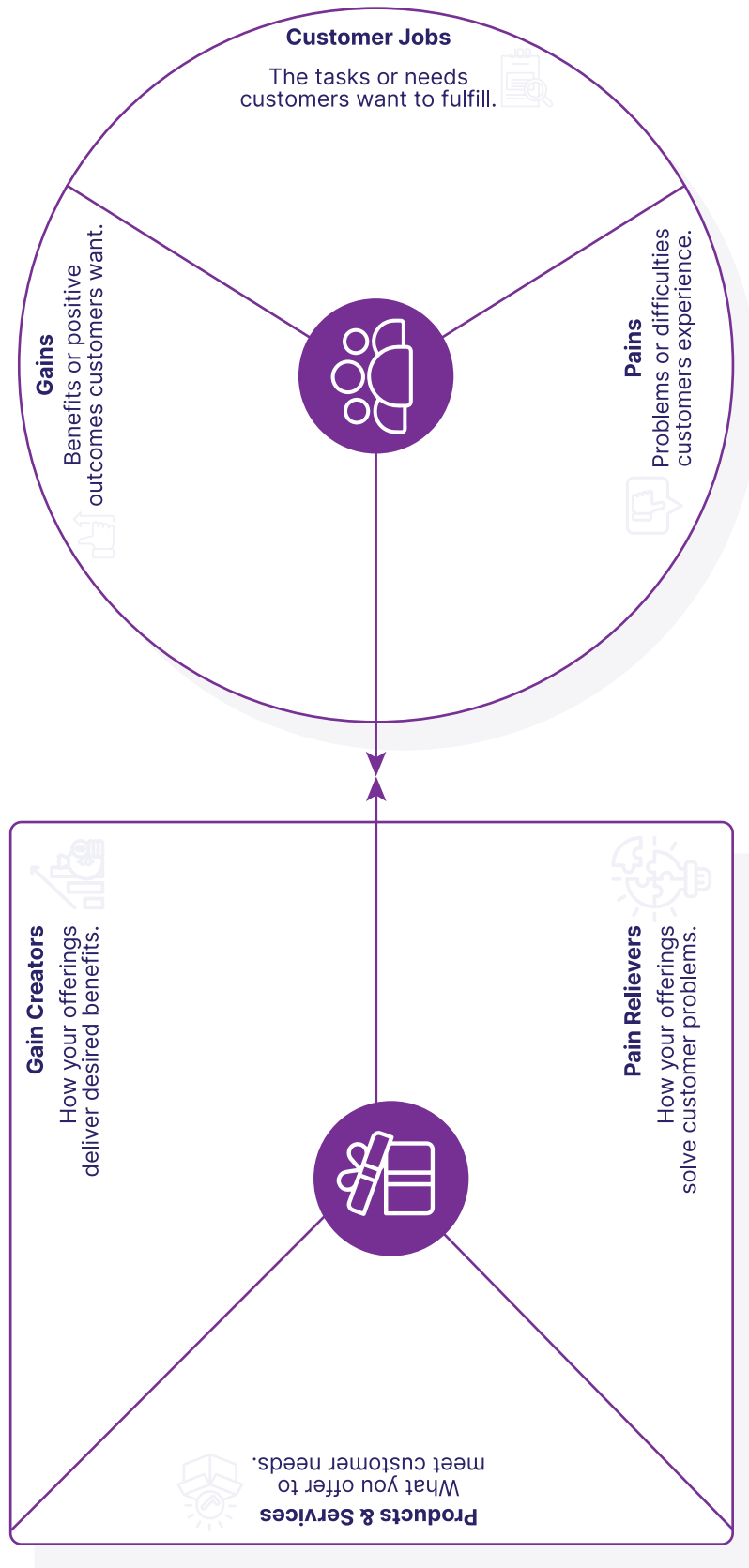
What risks do we face?

BUSINESS MODEL CANVAS TEMPLATE

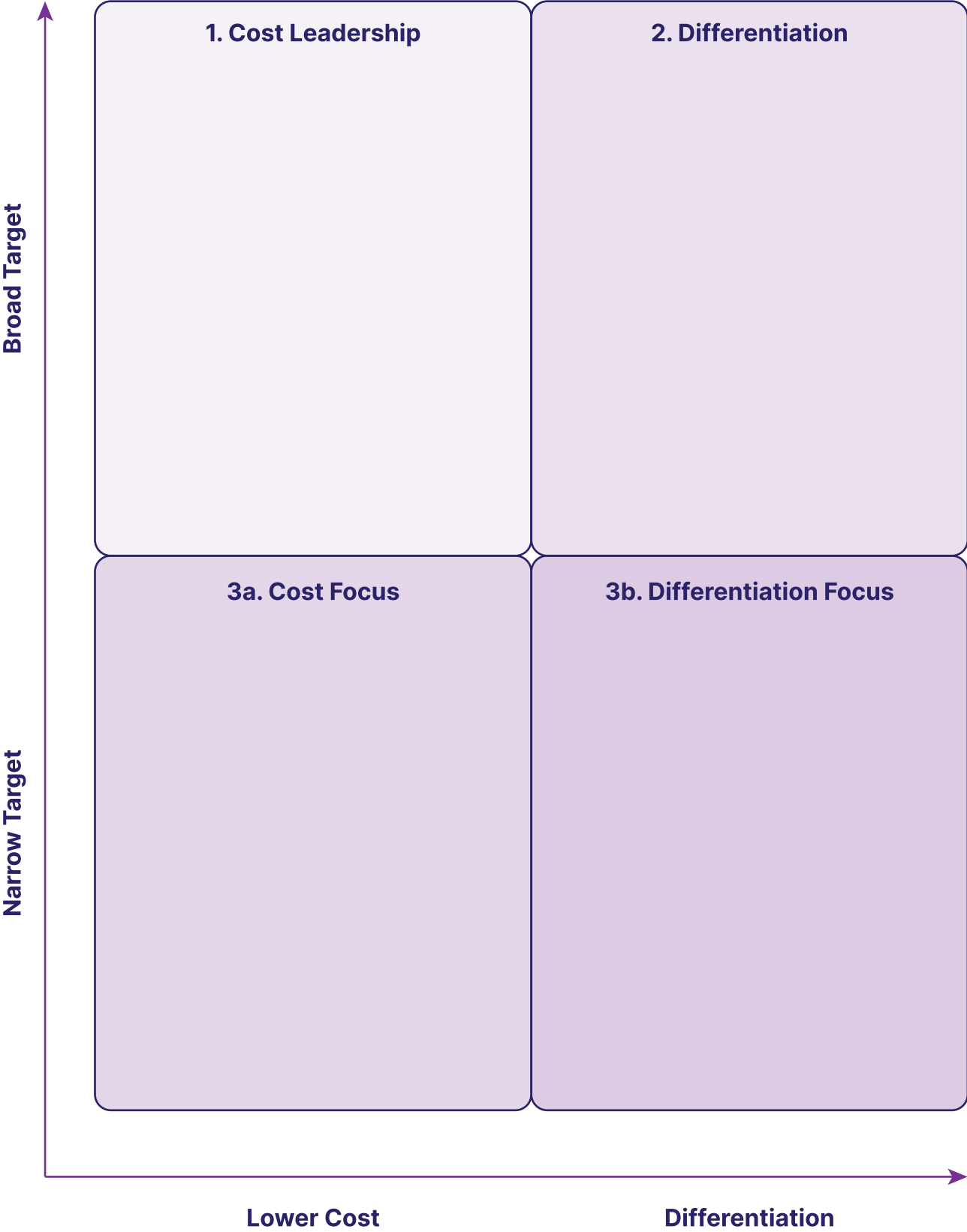
 Customer Segments		
 Customer Relationships	 Channels	
 Value Propositions		
 Key Activities	 Key Resources	
 Key Partners		

 Revenue Streams	
 Cost Structure	

VALUE PROPOSITION CANVAS TEMPLATE



COMPETITIVE ADVANTAGE



BUSINESS NICHE

Narrow Down & Summarize

What?	Who?	How?

Sum it all up in a sentence or two.

ADOPTED TEMPLATE

A

AUTHORITY

D

**DECISION
CRITERIA**

O

OPTIONS

P

PRIORITY

T

TIMING

E

ECONOMICS

D

**DECISIONS
PROCESS**

IDEAL CLIENT PROFILE (ICP) TEMPLATE

DETAILS	
Goal: What goal do your customers want to achieve?	
Current Process: What is the current process that customers use to	
Pains: What are the pains and problems with their	
New Process What would a new process look like? How does your product or service change the current process?	
Proof / Metrics: How will you measure customer's progress toward their goals? How would you prove to them that you can solve and have solved their problem?	
Discovery Questions: What questions can you ask to uncover your prospective customer's goals and pains?	
Objections: What objections do prospective customers raise?	

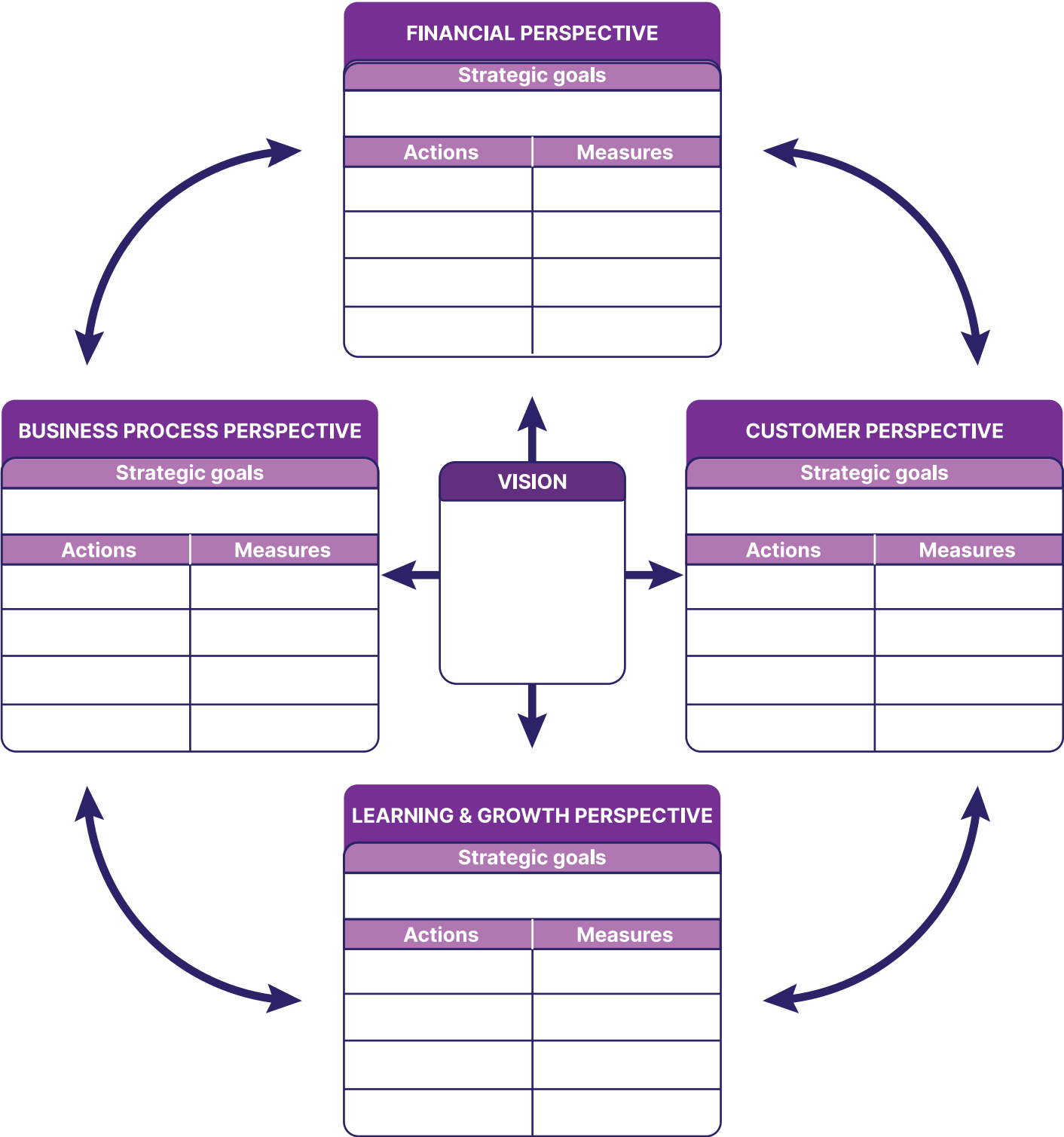
PARTNER EVALUATION TEMPLATE

Attribute	Partner Name #1	Partner Name #2	Partner Name #3	Partner Name #4	Yourself
Overall contributed the most to the project.					
Was engaged and completed work on time and accurately.					
Helped other on their work if needed.					
Offered good ideas during brainstorming.					
Worked with other group members.					
Overall contribution to Final Presentation. TOTAL POINTS					

CLIENT ONBOARDING TEMPLATE

FOLLOW-UP		CLOSING	
INITIATION			
WELCOME			
BACKLOG			

STRATEGIC ALLIANCE SCORECARD



WEEKLY METRICS REVIEW TEMPLATE

RESEARCH			
RELATIONSHIPS			
FINANCE			
DEVELOPMENT			
GETTING STARTED			

DAILY BUSINESS DEVELOPMENT TEMPLATE

 EMPLOYEE NAME	 TASK ASSIGN/WEEKLY	 COMPLETED	 IN PROGRESS	 PENDING

BUSINESS DEVELOPMENT SPRINTS PLANNER

12345678910111213141516171819202122232425262728293031

Month: _____

Product Backlog	
Current Sprint Backlog	
Under Development	
In Test	
Done	

BUSINESS OVERVIEW TEMPLATE

PROBLEM

PROMOTION

SOLUTION

COMPETITIVE ADVENTAGE

BUSINESS MODEL

FINANCIAL PROJECTIONS

TARGET CUSTOMERS

FUNDING REQUIRED

DARCI TEMPLATE

Decision Makers



Accountable



Responsible



Consulted



Informed



ONE CLIENT CYCLE



Order Date



Invoice Date



Delivery Date



Payment Date

MOSCOW PRIORITIZATION TEMPLATE

M

Must have:

S

Should have:

C

Could have:

W

Will not have:

BUSINESS SPECIALTY

What will you do to help your customers?

Core Products & Services

Variations of Services

Your Unique Skills

Your Passions