

CHECKLIST FOR PREPARING PROJECT REPORT

Mumbai, India



+91-8928281931



contact@bizprofexchange.in



www.bizprofexchange.com



Are you exploring the idea of **acquiring a business/ practice**? Or perhaps you are ready to **reinvent your business or profession** after COVID-19?

The funds will be released through banking channel, requiring documents like basic KYC of entrepreneur, Income Tax returns, Good CIBIL score, GST Records and the most important is Project report describing how the projects will be commenced/ setup and how the funds raised from the bank will be returned.

There is no fixed format of Project Report; however a project report must consist of basic detail of all aspects which may impact the Banker funding the project.

Mumbai, India



+91-8928281931



contact@bizprofexchange.in



www.bizprofexchange.com



CONTENTS

1. Introduction
2. Founders complete detail along with their experience
3. Techno Feasibility report
4. SWOT analysis of your products
5. Location of project and facilities available
6. Manufacturing process
7. Applicability of licenses
8. Means of financing
9. The financial cost of project
10. Profitability statement
11. Conclusion

ABOUT US
PAGE 6

1. Introduction

This is the starting point of a project report. In this part, you have to explain about the firm, its founder, its background experience, the project for which fund required and how the raised funds will be utilized. This is the snapshot of the details project report. It must be prepared with due care.

2. Founders complete detail along with their experience

In this part, you have to provide KYC detail of Founders along with their Education Qualification, Work experience of handling any project with its testimonials and their net worth related documents. Founders having good CIBIL score and having good net worth are having more chances to get approved their project.

3. Techno Feasibility report

In this, you have to give a brief of the project explaining the current position of industry in which you are going to start your business and the machinery which are to be used by you to start your business and how you get your capital goods, raw material and how your project compete with industry competition to survive.

4. SWOT analysis of your products

Here, you may give the SWOT Analysis of your product with Industry products which are already available in market. You should give proper emphasis here so that you can convince the banker for approval of their project funding.

Mumbai, India



+91-8928281931



contact@bizprofexchange.in



www.bizprofexchange.com



5. Location of project and facilities available

Give a detailed explanation of project location, infrastructure facilities available like road transport, electricity supply, law and order situation, availability of workers, raw material supply network and storage facility of raw products and finished goods.

6. Manufacturing process

You have to give detailed presentation of machinery and raw material required for production. If feasible, give production mix ratio detail so that production cost will be analyzed. If possible present the detail in form of a flow chart for easy understanding. Here you can give detail of installed capacity and used capacity detail year-wise according to future sale and revenue forecast of project.

7. Applicability of licenses

You have to give details of licenses that are required to start business and their issuance and renewal time required.

8. Means of financing

In this part, you have to give in details, how the project will be financed. How much amount will be funded by the founder and how much funding is required from the bank. What will be the mode of funding from banks like CC limit, Term loan, Etc.?

9. The financial cost of project

This is the main part of the project report. After describing the project, its forecast according to SWOT analysis, now we have to give a details report on the

Mumbai, India



+91-8928281931



contact@bizprofexchange.in



www.bizprofexchange.com



cost of the project and its ingredients like the cost of land, cost of machinery, other fixed costs, initial raw material cost, etc. This cost must be more than project funding required from banks.

10. Profitability statement

After the preparation of Cost part, now we have to focus on revenue and profitability part of the project, here we have to give a detailed analysis of our sale process, expected sales, cost involved and expected profit which we will earn and how we will repay the loan and interest amount of the bank.

11. Conclusion

Above mentioned points are mandatory points which must be explained in a project report. Many other points may be added according to the nature of the project. Our main focus is to give in detail the required information to the banker so that they can easily decide that they will get the return of their lend amount or not.

Mumbai, India 

+91-8928281931 

contact@bizprofexchange.in 

www.bizprofexchange.com 

About us:

Bizprof exchange helps young professionals and young entrepreneurs who want to set up their practice or business or elder professionals who want to sell their business or practice and retire.

Our portal provides list of **practices and business available for sale in your area**. We make buyer of business and practice meet the seller of business and practice.

- Mumbai, India
- +91-8928281931
- contact@bizprofexchange.in
- www.bizprofexchange.com

