

Marketing Plan (*bold*)

MARKETING PLAN Top Margin: 1" Side Margins: 1" Spacing of Body Text: SS

Part I—Synopsis or Mini-plan (*bold*)

(DS)

This section contains an Executive Summary. An Executive Summary defines and illustrates the content of the Marketing Plan. It should be no more than one page in length so as to allow the reader to determine his/her interest in reading the balance of the plan.

Part II—Company Goals (*bold*)

(DS)

Included in this part of the Marketing Plan are the objective and/or goals established for the organization. There are items that will generally result in and/or produce outcomes for the company to achieve.

Part III—Description of Customers and their Needs (*bold*)

(DS)

This section should define the target market for your product/service. In order to sell products/services, marketing experts must understand the needs of consumers. Having a clear understanding of customer motivations will provide a clear direction for the overall marketing plan. Your market research should include the gathering of demographic information.

In the global market other considerations include communication, traditions and customs, and buying habits. What does your research reveal about your target market?

Part IV—Description of Pricing Strategy (*bold*)

(DS)

Pricing involves many factors. The marketing plan must include your rationale for price setting. Included in this section will be all the elements affecting the production process. Differentiate between fixed and variable costs as well as the break-even point. Profit margin should be established in this section.

Part V—Competition (*bold*)

(DS)

In this section you provide a clear picture of the overall market. How many other firms/businesses offer the same product/service? What is your plan to win over the customer base when they have a clear choice between your offerings and the other firms/businesses? Is there a place for your business?

Part VI—Marketing Mix (*bold*)

(DS)

A good marketing plan answers questions regarding the promotion of the product/service. Will it appeal to buyers? How much should it cost? How does the seller get information distributed to potential buyers? Where should the product/service be sold? How does this product/service appeal to consumers in other countries? This section should include the factors of price, promotion, and location.

Part VII—Economic, Social, Legal, and Technological Trends (*bold*)
(DS)

Key factors in these areas have a dramatic effect on the success or failure of a business. This section should include your research findings as they relate to the product/service you are marketing. Make sure your findings relate specifically to your marketing plan.

Part VIII—Human Resource Requirements (*bold*)
(DS)

What is the organizational structure of your business? This section should include an organization chart that defines management, supervision, and all levels of employment within your organization as well as job descriptions, required education and skills, and work experience requirements.

Part IX—Marketing Timeline (*bold*)
(DS)

No marketing plan can be implemented without a timeline for yourself and your employees. Include timeframes for implementation of the specific strategies included in your Marketing Plan. Detail employee responsibilities for the items in the timeframe. Timeframes can be as short as one week or as long as one year.

Part X—Methods of Measuring Success (*bold*)
(DS)

How will you determine the success of your marketing plan and your business?

SECOND AND SUBSEQUENT PAGES:

All margins = 1"

Right margin header: Name of Company

Page 2 (*key the word Page followed by the page number*)