

Start Your Waste Recycling Business

A TECHNICAL STEP-BY-STEP-GUIDE OF HOW
TO START A COMMUNITY-BASED
WASTE RECYCLING BUSINESS

Start Your Waste Recycling Business Business Plan



INTERNATIONAL LABOUR
OFFICE

Start Your Waste Recycling Business

Business Plan

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This Training Material is based on a training package that was originally produced in 2001 for the Sustainable Lusaka Programme by a task force of the International Labour Organization:

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EXECUTIVE SUMMARY

Name of Business

Type of Business

Manufacturer

Service Provider

Retailer

Products or Services

Customers

Owners

Number of staff

Required start-up capital

Sources of start-up capital

Amount

BUSINESS IDEA

Name of Business

The business is going to *(write on the applicable line)*

provide the following product or products

provide the following service or services

run the following type of shop

The customers will be

The business will sell in the following way

The business will satisfy the following needs of the customers

MARKET RESEARCH

1	2	3	4
Product or service	Customers	Needs and preferences of customers	Competitors

MARKETING PLAN

PRODUCT/SERVICE

Product or Service		
	1.	2.
Quality		
Colour		
Size		
Packaging		

MARKETING PLAN PRICE

	Product/Service	
	1.	2.
Cost		
How much customers are willing to pay		
Competitors' price		
Price		
Reason for setting this price		
Discounts will be given to the following customers		
Reason for giving discounts		
Credit will be given to the following customers		
Reason for giving credit		

MARKETING PLAN PLACE

Location

The location is chosen for the following reason

**MARKETING PLAN
PROMOTION**

ADVERTISING

Type of advertising	Details	Cost

Sales Promotion

Type of Sales Promotion	Details	Cost

FORM OF BUSINESS

The Community Based Enterprise will operate as a

The reason for choosing this form of business is

The members of the Community Based Enterprise will be:

Name	Educational Background	Relevant Experience

STAFF
(Tasks of group members)

Task	Required skills and experience	Performed by	Monthly pay
Total number of staff			

SALES FORM

PROJECTED SALES PER MONTH
(Number of products/ services sold)

Product type/Service	Quantity sold per month

MATERIAL COST FORM
For service operators

Direct material costs per item


Item	Cost per unit	Quantity per item	Total costs per item
	X		=

LABOUR COST FORM

for manufacturers and service operators

	DIRECT LABOUR COSTS	INDIRECT LABOUR COSTS
EMPLOYEE/ GROUP MEMBER		PAY FOR TIME <i>NOT</i> IN PRODUCTION
TOTAL		


 Total direct
labour costs


 Total indirect labour costs;
brought forward to the
indirect cost form

Days worked in a month		Hours worked per day		Hours in production per month		Number of employees in production		Total number of hours in production
	x		=		x		=	

Total cost of Direct labour per month		Total number of hours in production		Total cost of labour per hour
	÷		=	

LABOUR COST FORM *(continued)*
for manufacturers and service operators

Product/Service	Estimated time for producing one item	Labour cost per hour	Labour cost per Item
	x		=

TOTAL COST PER PRODUCT/SERVICE SUPPLIED

ITEM	TOTAL DIRECT MATERIAL COSTS PER ITEM	DIRECT LABOUR COSTS PER ITEM	INDIRECT COSTS PER ITEM	TOTAL COST PER ITEM
	+	+	+	=



Total direct material costs per item from the material cost form



Total direct labour costs from the labour cost form



Indirect costs per item from the indirect cost form

REQUIRED START-UP CAPITAL

Investments

- **Business premises**

Construction or purchase of building _____

Conversion/ reconstruction of premises _____

- **Equipment**

Working capital

Stock of materials _____

Promotion _____

Wages and salaries _____

Rent _____

Other Costs _____

Total start-up capital

SALES AND COSTS PLAN

200__

DETAILS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
SALES —													
DIRECT MATERIAL COST —													
DIRECT LABOUR COST =													
GROSS PROFIT —													
INDIRECT COSTS =													
NET PROFIT/LOSS													

12. CASH AT THE END OF THE MONTH													
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ACTION PLAN

Action	Contact	When
Product		
Price		
Place		
Promotion		
Define the Form of business		

Action	Contact	When
Assign Business Tasks		
Costing		
Required Start-up Capital		
Sources of Start-up Capital		
Plan Your Finance		
Managing Your Finances		