

DOWNLOAD THE PDF

Worksheet 5T.1: Monitoring
(<http://misadocuments.info/5T.1Monitoring.pdf>)

MONITORING

Briefly describe your plans for checking in with your planning team to track and evaluate business progress. Then, list monitoring checkpoints for the business as a whole and for each functional business area (operations, marketing, human resources and finances). You can include this monitoring plan in the *Management and Organization* section of your business plan if you are using AgPlan, or simply hang on to it as an informal reminder.

Planning team check-in schedule (e.g., monthly, quarterly, annually?):

Whole-farm checkpoints:

Operations checkpoints:

Marketing checkpoints:

Human resources checkpoints:

Finance checkpoints:

DOWNLOAD THE PDF

Worksheet 5T.2: Implementation To-Do List (<http://misadocuments.info/5T.2ToDoList.pdf>)

IMPLEMENTATION TO-DO LIST

Use the space below to develop an implementation to-do list for your transition and business plans. You may find it helpful to create a to-do list for each functional area of the business (operations, marketing, human resources and finances). Regardless of how you choose to organize your list, be sure to note who will be responsible for each task and assign a deadline for completion. The to-do list typically is not included in a business plan; it is simply to help you organize the work ahead.

TASK	PERSON RESPONSIBLE	DEADLINE