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## Introduction

Name of school : Living Stone School

Address of school : House 13, Fela Kuti street, Kafe garden estate, Gwarinpa, Abuja

Name of Proprietress : Victoria Ayodele Livingstone

Address of Proprietress : House 79, Micheal Jackson street, 5th avenue, Gwarinpa, Abuja

### Why I want to Start a Private School.

One of the best things that can happen to anyone is to have a private school. This is one very lucrative business that will continue to rake in money for its owners. As an aspiring entrepreneur who is looking towards starting a business, here are my reasons for wanting to start a private school

It is known fact that the demand for private schools is driven by the fact that most public government owned schools cannot accommodate every students or potential students in a given geographical location. In some cases, students with special needs cannot cope in public schools hence the need for private schools.

I want to create an environment where every child us given the attention, knowledge and instruments they need to be successful student.

## Executive Summary

Livingstone School is a private school that will be located in a well – populated residential estate in Gwarinpa Abuja. We are a standard private school that is composed of a day primary (Creche through Primary six) and a boarding secondary (Junior secondary school one through Senior secondary school three) educational institution that will be predominantly funded through tuition fees and levies from students and of course from other private sources.

Livingstone School is a client-focused and result driven private school that provides broad-based learning approaches and experience at an affordable fee that won't in any way put a hole in the pockets of our clients (students and parents alike). We will offer standard and professional teaching services in a highly secured and conducive learning environment to all our students that is primary and secondary. We will ensure that we work hard to meet and surpass all our students' expectations and educational goals whenever they enroll in our tutorial college.

At Livingstone School, our students' overall best interest would always come first, and everything we do is guided by our values and professional ethics. We will ensure that we hire professional educationist in various subjects who are well experienced and passionate in imparting knowledge to students at various learning ladder.

Livingstone School will at all time demonstrate her commitment to sustainability, both individually and as an educational organization, by actively participating in our communities and integrating sustainable business practices wherever possible. We will ensure that we hold ourselves accountable to the highest standards by meeting our students' needs precisely and completely. We will cultivate a working environment that provides a human, sustainable approach to earning a living, and living in our world, for our partners, employees and for our students.

We have plans to offer learning platforms to people with both learning disability and physical disability (especially the blind, the dumb and the deaf). Our overall business goal is to position our private school to become the leading tutorial brand in the educational industry in the whole of Abuja and Nigeria at large, and also to be amongst the top 30 private schools in the Nigeria within the first 12 years of operations.

This might look too tall a dream but we are optimistic that this will surely come to pass because we have done our research and feasibility studies and we are enthusiastic and confident that Abuja is the right place to launch our private school.

Livingstone school Abuja is founded by Dr. (Mrs.) Victoria Ayodele Livingstone and family. She

comes from a family of educationists both in academics and spiritual teachings and she has won many awards in the education sector in the Nigeria. Dr. (Mrs.) Victoria Ayodele Livingstone has both the academic qualifications and business experience to run a private school that can favorably compete with other leading private schools not only in Abuja , but also throughout the Nigeria and Africa as a whole.

## Industry Overview

Private schools which is also known in the Nigeria as independent schools, non-governmental, or non – state schools are schools that are not administered by either the local, state or the federal governments; hence, they have the right to select their students and are funded in whole or in part by charging their students tuition fees, rather than relying on mandatory taxation through public (government) funding.

Some private schools have structure in place that offer scholarships to some students, which makes the cost cheaper, depending on a talent such as sport scholarship, art scholarship, academic scholarship the student may be bringing to the private school, financial need, or tax credit scholarships that might be available.

The Private Schools industry comprises of primary (Creche through primary six) and secondary that (junior secondary school one through senior secondary school three) educational institutions that are predominantly funded through enrollment and tuition fees from students and of course from other private sources.

Recent reports shows that the revenue for the Private Schools industry is expected to increase, as the economy continues to recover. It indicated that during the five years from recession, enrollment decreased, which was a trend attributable to rising costs and competition from charter schools.

However, going forward, in the next five years, household income is anticipated to increase, making it easier for families to afford private-school tuition. Additionally, enrollment declines will lessen, resulting in more stable demand for private schools

In the Nigeria and of course in most countries of the world, The Private Schools industry is

indeed a large and thriving industry. Statistics has it that The Private Schools industry in Nigeria, is worth \$32 billion, with an estimated growth rate of 0.1 percent.

There are about 25,742 registered and licensed (accredited) Private schools scattered all around the Nigeria and they are responsible for employing about 644,320 people.

Aside from Catholic schools, which is the second largest sector after government schools, with around 21 percent of secondary enrollments, no other private school can boast of dominating the market; every player in the industry can comfortably compete in the industry.

It is important to state that the barriers to entry into the Private Schools industry are high. As a matter of fact, the private school industry is an industry in which it is pretty difficult for new entrants to establish themselves. So also, the reputation of the private school is of utmost importance, as private schools that have a good history of getting students into prestigious universities due to high rate of passing students in the JAMB and WASSCE often have the best reputations hence good enrollments.

With this, it is obvious that a new entrant in to the private school industry cannot offer this. Reputation indeed is imperative to parents' decisions when shopping for private school for their wards. This is so because the quality of education cannot be assessed until well after it is complete. As a major marketing tool, schools need to show parents a track record of admission to elite colleges and universities.

Even though this might seem like a saturated industry, the industry is still pretty much open for aspiring school proprietors and proprietress to still come in and compete. As a matter of fact, if you conduct your research and feasibility studies very well before starting your own private school couple with impressive profile of your faculty members, you are likely going to struggle less to make headway in the industry.

#### Our Product and Services

Livingstone School is going to offer varieties of educational services within the scope of the education board in the Nigeria. Our intention of starting our private school is to soundly educate people in various subjects and of course to make profits from the education in private schools industry and we will do all that is permitted by the law in Nigeria to achieve our aim and business goal.

Our service offerings are listed below;

Teaching basic literacy and numeracy

Establishing foundations in science, mathematics, geography, history and other subjects

Constantly working hard to meet regulatory accreditation standards

Administering private funding efforts

Providing access to extracurricular activities

Retailing of Educational Books and Materials

Biblical training to all Christian students

Vocational training to all students

#### Our Mission and Vision Statement

Our vision is to build a highly competitive private school that will become the number one choice for both parents and students in the whole of Abuja.

Our vision reflects our values: integrity, service, excellence and teamwork.

Our mission is to provide professional and conducive learning environment to students at different level of learning.

Our overall business goal is to position Livingstone School to become the leading private school brand in the educational private school industry in the whole of Abuja, and also to be amongst the top 30 private schools in the Nigeria within the first 12 years of operations.

#### Our Business Structure

It is a known fact that, the success of any business is to a larger extent dependent on the business structure of the organization and the people who occupy the available roles in the organization. Livingstone School will build a solid business structure that can support the growth of our private school.

We will ensure that we hire competent hands (teaching and non – teaching staff members) to help us build the private school of our dream. The fact that we want to become one of the leading private school brand in the industry in the whole of Nigeria makes it highly necessary for our organization to deliberately build a well – structured business from the onset.

We will work hard to ensure that we only attract people with the right mindset to help us achieve our business goals and objectives in record time. Below is the business structure that we will build at Livingstone School;

Head of The Private School(School Proprietress)

School Administrator

Tutors for Various Subjects – Secondary (junior secondary school one through senior secondary school three)

Tutors for Various Subjects – Primary (Creche through primary six)

Accountant / Bursar

Client Service Executive / Front Desk Officer

Cleaners

Security Officers

#### Job Roles and Responsibilities

Head of the School Coordinator:

Responsible for providing direction for the college

Creates, communicates, and implements the organization's vision, mission, and overall direction – i.e. leading the development and implementation of the overall organization's strategy.

Responsible for handling high profile clients and deals

Responsible for fixing fees and signing business deals (partnership)

Responsible for signing checks and documents on behalf of the tutorial college

Coordinates all arms of the school classes (classes, adult education, home tutors and special education)

Evaluates the success of the school

Reports to the board of the school

## School Administrator

Responsible for overseeing the smooth running of HR and administrative tasks for the tutorial school

Designs job descriptions with KPI to drive performance management for tutors (teachers)

Regularly hold meetings with key stakeholders (parents and member of the school board) to review the effectiveness of the schools' Policies, Procedures and Processes

Maintains office supplies by checking stocks; placing and expediting orders; evaluating new products.

Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.

Defines job positions for recruitment and managing interviewing process

Carries out staff induction for new team members

Responsible for training, evaluation and assessment of employees

Responsible for arranging travel, meetings and appointments

Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Oversees the smooth running of the daily activities of the private school.

Tutors for Various Subjects – Secondary (junior secondary school one through senior secondary school three)

Effectively teach subject / subjects as assigned by the school administrator

Accesses the progress of students under their care

Ensures that students abide by the rules and regulations of the private school

Contributes his / her quota towards growing the private school

Receives complaints from parents and channel it to the appropriate quarters

Handle any other duty as assigned by the school administrator.



Tutors for Various Subjects – Primary (Creche through primary six)

Effectively teach subject / subjects as assigned by the school administrator

Teaching basic literacy and numeracy

Establishing foundations in science, mathematics, geography, history and other social sciences

Accesses the progress of students under their care

Ensure that students abide by the rules and regulations of the school administrator

Contributes his / her quota towards growing the private school

Receives complaints from parents and channel it to the appropriate quarters

Handles any other duty as assigned by the school administrator.

#### Marketing Executive

Identifies, prioritizes, and reaches out to new students, and business opportunities et al

Identifies development opportunities; follows up on development leads and contacts; participates in the structuring and financing of projects; assures the completion of development projects.

Writes winning proposal documents, negotiate fees and rates in line with organizations' policy

Responsible for handling business research, market surveys and feasibility studies for clients

Responsible for supervising implementation, advocate for the customer's needs, and communicate with clients

Develops, executes and evaluates new plans for expanding increase sales

Documents all customer contact and information

Represents the company in strategic meetings

Helps to increase sales and growth for the school

### School Bursar (Accountant)

Responsible for preparing financial reports, budgets, and financial statements for the organization

Provides managements with financial analyses, development budgets, and accounting reports; analyzes financial feasibility for the most complex proposed projects; conducts market research to forecast trends and business conditions.

Responsible for financial forecasting and risks analysis.

Performs cash management, general ledger accounting, and financial reporting for one or more properties.

Responsible for developing and managing financial systems and policies

Responsible for administering payrolls

Ensures compliance with taxation legislation

Handles all financial transactions for Rolland Gyros International Private School

Serves as internal auditor for Rolland Gyros International Private School

### Client Service Executive

Welcomes / receive parents and students by greeting them in person or on the telephone; answering or directing inquiries.

Ensures that all contacts with parents and students (e-mail, walk-In center, SMS or phone) provides the parents and students with a personalized customer service experience of the highest level

Through interaction with parents and students on the phone, uses every opportunity to build parent's interest in the schools' products and services

Manages administrative duties assigned by the HR and Admin Manager in an effective and timely manner

Consistently stays abreast of any new information on the organizations' products, promotional campaigns etc. to ensure accurate and helpful information is supplied to parents and students when they make enquiries

Receives parcels / documents for Rolland Gyros International Private School

Distribute mails in the organization

Handles any other duties as assigned by the School Administrator.

Cleaners:

Responsible for cleaning the school facility at all times

Ensures that toiletries and supplies don't run out of stock

Cleans both the interior and exterior of the schools facility

Handles any other duty as assigned by the school administrator

Security Officers

Ensures that the school facility is secured at all time

Controls traffic and organize parking

Gives security tips to staff members from time to time

Patrols around the building on a 24 hours basis

Submits security reports weekly

Any other duty as assigned by the school administrator

SWOT Analysis

Livingstone School engaged the services of a core professional in the area of business consulting and structuring with bias in the education sector to assist us in building a well – structured private school that can favorably compete in the highly competitive education in private schools industry in Nigeria.

Part of what the team of business consultant did was to work with the management of our

organization in conducting a SWOT analysis for Livingstone School. Here is a summary from the result of the SWOT analysis that was conducted on behalf of Livingstone School;

**Strength:**

As a private school, our core strength lies in the power of our team; our workforce. We have a team with excellent qualifications and experience in the educational sector. We are well positioned in a community with the right demography and we know we will attract loads of students from the first day we open our doors and welcome students for enrollment.

**Weakness:**

As a new private school in Abuja, it might take some time for our organization to break into the market and gain acceptance via reputation in the already saturated education in private schools industry; that is perhaps our major weakness.

**Opportunities:**

The opportunities in the education in private schools industry is massive considering the number of parents who would want their wards to perform excellently well in their education and go ahead to be admitted in Ivy league universities. As a standard private school, Livingstone School is ready to take advantage of any opportunity that comes her way.

**Threat:**

Every business faces a threat or challenge at any part of the life cycle of the business. These threats can be external or internal. This shows the importance of a business plan, because most threats or challenges are to be anticipated and plans put in place to cushion what effect they might bring to the private school.

Some of the threats that we are likely going to face as a private school operating in Nigeria are unfavorable government policies that might affect private schools, the arrival of a competitor within our location of operations and global economic downturn which usually affects spending / purchasing power.

There is hardly anything we can do as regards these threats other than to be optimistic that things will continue to work for our good.

## MARKET ANALYSIS

### Market Trends

The trend in the private school line of business is that the key to attracting students is the educational performance and the pass rate of their students in national and West African exams. Any private school that has good records will always thrive. The demand for private schools is driven by the fact that most public or government owned schools cannot accommodate every students or potential students in a given geographical location and they are not conducive for all learners.

In some cases, students with special needs cannot cope in public schools hence the need for private schools. The economic downturn hasn't really affected this industry, especially in countries that believe in the efficacy of education.

The areas you would need to spend heavily on is in ensuring that your school is up to standard, your advertisements, and on insurance policy cover. Lastly, it is trendier to find private schools engaging in extra – curricular activities and as a matter of fact, a private school that thrives in sports can leverage on that to attract students who are sports inclined.

### Our Target Market

As a standard private school, Livingstone School is going to offer varieties of educational services within the scope of the education board in Nigeria. Our intention of starting our private school is to soundly educate people in various subjects and of course to make profits from the private schools industry

Our target market as a private school cuts across people (students) of different class and people from different culture background whether African, White, Caucasian, Latinos, Indians, and Asians. We are coming into the private schools industry with a business concept that will enable us work with the students at different learning stages residing in and around Abuja.

## Our Competitive Advantage

Indeed the private schools industry is highly competitive and the entry barriers are high. As a matter of fact, the private school industry is an industry in which it is pretty difficult for new entrants to establish themselves. So also, the reputation of the private school is of utmost importance, as private schools that have a good history of getting students into prestigious colleges often have the best reputations hence good enrollments.

With this, it is obvious that a new entrant in to the private school industry cannot offer this. Reputation indeed is imperative to parents' decisions when shopping for private school for their wards. This is so because the quality of education cannot be assessed until well after it is complete. As a major marketing tool, schools need to show parents a track record of admission to elite colleges and universities.

We are quite aware that to be highly competitive in the private schools industry means that you should be able to deliver consistent quality service, your students should be able to experience remarkable difference and improvement and you should be able to meet the expectations of both students and parents alike.

Livingstone School might be a new entrant into the private schools industry in Nigeria, but the management staffs and owners of the private school are considered gurus. They are people who are core professionals, licensed and highly qualified educationist / teachers at various levels of learning in Nigeria and abroad. These are part of what will count as a competitive advantage for us.

Lastly, our employees (teaching and non – teaching staff members) will be well taken care of, and their welfare package will be among the best within our category (startups private school in Nigeria) in the industry meaning that they will be more than willing to build the business with us and help deliver our set goals and achieve all our business aims and objectives.

## SALES AND MARKETING STRATEGY

We are mindful of the fact that there is stiffer competition amongst private schools in Nigeria; hence we have been able to hire some of the best marketing experts to handle our sales and marketing concerns. Our sales and marketing team will be recruited base on their vast experience in the industry and they will be trained on a regular basis so as to be well equipped to meet their targets and the overall goal of the private school.

We will also ensure that our students' excellent results from national exams and other exams speaks for us in the market place; we want to build a standard and first – class private school that will leverage on word of mouth advertisement from satisfied clients (both individuals and corporate organizations).

Our goal is to grow our private school to become one of the top 30 private schools in Nigeria which is why we have mapped out strategy that will help us take advantage of the available market and grow to become a major force to reckon with not only in Abuja but also in other cities in Nigeria.

Livingstone School is set to make use of the following marketing and sales strategies to attract clients;

Introduce our private school by sending introductory letters alongside our brochure to schools, parents / household and key stake holders in Abuja.

Print out fliers and business cards and strategically drop them in schools, libraries and even student organizations.

Creating a website, allows parents to be able to look you up, and also allows you to post general study tips, giving you an added advantage.

Use friends and family to spread word about our private school

Introduce Livingstone School to learning specialists, school coaches, school administrators, teachers, guidance counselors especially as they are with students everyday

Post information about Livingstone School on bulletin boards in places like schools, libraries, and local coffee shops.

Placing a small or classified advertisement in the newspaper, or local publication about Rolland Gyros International Private School

Using tutorial referral networks such as agencies that will help match students with Livingstone School

Joining relevant association or body that will enable you network and meet others in same industry.

Advertising online by using an advertising platform such as Google Adwords, that will allow us place text advertisements alongside on websites with related contents, and along results from

search engines.

Advertise our private school in relevant educational magazines, newspapers, TV stations, and radio station.

Attend relevant educational expos, seminars, and business fairs et al

Engage direct marketing approach

Encourage word of mouth marketing from loyal and satisfied clients

### Sources of Income

Livingstone School is established with the aim of maximizing profits in the private schools industry and we are going to go all the way to ensure that we do all it takes to attract students on a regular basis.

Livingstone School will generate income by offering the following tutorial services;

Teaching secondary school students various subjects in our private school

Teaching basic literacy and numeracy

Establishing foundations in science, mathematics, geography, history and other social sciences

Constantly working hard to meet regulatory accreditation standards

Administering private funding efforts

Providing access to extracurricular activities

Retailing of Educational Books and Materials

### Sales Forecast

One thing is certain, there would always be parents and students who would need the services of private schools to be able to achieve their educational goals and as such the services of private schools will always be needed.



We are well positioned to take on the available market in Abuja and we are quite optimistic that we will meet our set target of generating enough income / profits from the first six month of operations and grow the private school and our student base.

We have been able to critically examine the private schools education market in Nigeria and we have analyzed our chances in the industry and we have been able to come up with the following sales forecast.

The sales projection is based on information gathered on the field and some assumptions that are peculiar to similar startups in Abuja. Below is the sales projection for Livingstone School, it is based on the location of our tutorial center and of course the wide range of tutorial services that we will be offering;

First Fiscal Year:- #950,000

Second Fiscal Year:- #1,710,000

Third Fiscal Year:- #2,850,000

N.B: This projection is done based on what is obtainable in the industry and with the assumption that there won't be any major economic meltdown and natural disasters within the period stated above. So, there won't be any major competitor (private school) offering same additional services as we do within same location. Please note that the above projection might be lower and at the same time it might be higher.

### Our Pricing Strategy

Private schools in Nigeria and of course in all the parts of the world charge students per tem / per session and students have the options of either paying their tuitions before resumption or during the school session.

Private schools generally charge students based on loads of factors, locations, services offerings and extra – curricular activities et al. At Livingstone School we will keep our fees below the average market rate for all of our students by keeping our overhead low and by collecting payment in advance.

In addition, we will also offer special discounted rates to all our students at regular intervals. We are aware that there are some students that would need special assistance, we will offer flat rate for such services that will be tailored to take care of such students' needs.

### Payment Options

At Livingstone School, our payment policy will be all inclusive because we are quite aware that different people prefer different payment options as it suits them. Here are the payment options that we will make available to our clients;

Payment by via bank transfer

Payment via online bank transfer

Payment via check

Payment via bank draft

Payment via mobile money

Payment with cash

In view of the above, we have chosen banking platforms that will help us achieve our plans with little or no itches. Publicity and Advertising Strategy

We are aware of the potency of a good publicity strategy hence we have been able to work with our brand and publicity consultants to help us map out publicity and advertising strategies that will help us walk our way into the heart of our target market.

We are set to become the number one choice for both parents and students in the whole of Abuja which is why we have made provisions for effective publicity and advertisement of our private school. Below are the platforms we intend to leverage on to promote and advertise Livingstone School;

Place adverts on both print (community based newspapers and magazines) and electronic media platforms

Sponsor relevant community based events / programs

Leverage on the internet and social media platforms like; Instagram, Facebook , twitter,

YouTube, Google + et al to promote our brand

Install our Bill Boards on strategic locations all around Abuja.

Engage in road show from time to time in targeted neighborhoods in and around Abuja.

Distribute our fliers and handbills in target areas in and around Abuja.

Passing general information via our school's social media handles like twitter, Facebook, Google hangouts etc.

Ensure that all our teaching and non – teaching staff members wear our branded shirts and all our vehicles are well branded with our schools' logo et al.

### Financial Projections and Costing

In setting up a private school business, the amount or cost will depend on the approach and scale you want to undertake. If you intend to go big by acquiring a large facility, then you would need a higher amount of capital as you would need to ensure that your employees are taken care of, and that your private school's environment is conducive enough for the students to learn.

This means that the start-up can either be low or high depending on your goals, vision and aspirations for your business. The materials and equipment that will be used are nearly the same cost everywhere, and any difference in prices would be minimal and can be overlooked.

As for the detailed cost analysis for starting a private school business; it might differ in other countries due to the value of their money. However, this is what it would cost us to start Livingstone School in Nigeria;

Business incorporating fees in the United States of America will cost – #285,000.

The budget for Liability insurance, permits and license will cost – #1,200,000

Acquiring a large facility that will accommodate the number of block of closes, playing field, staff offices and parking lots et al (Construction of the facility inclusive) will cost – 100,000,000.

Equipping the classes and office (computers, printers, projectors, markers, pens and pencils, furniture, telephones, filing cabinets, and electronics) will cost – 20,000,000

Launching an official Website will cost – #200,000

The budget for the payment of salaries for the first three years of operations: 45,000,000

Additional Expenditure such as Business cards, Signage, Adverts and Promotions will cost – 6,000,000

Going by the market survey and feasibility studies conducted, we came to the conclusion that we will need an average of #175,000,000 to start a standard private school in the Nigeria.

#### Generating Funding / Startup Capital for Livingstone School

Livingstone School is a family business that will be owned and managed by Dr. (Mrs.) Victoria Ayodele Livingstone and her immediate family. They are the sole financial of the private school which is why they decided to restrict the sourcing of the start – up capital for the private school to just three major sources.

These are the areas we intend generating our start – up capital;

Generate part of the start – up capital from personal savings and sale of her stocks

Generate part of the start – up capital from friends and other extended family members

Generate a larger chunk of the startup capital from the bank (loan facility).

N.B: We have been able to generate about #95,000,000 (Personal savings #76,000,000 and soft loan from family members 19,000,000) and we are at the final stages of obtaining a loan facility of #100,000,000 from our bank. All the papers and document has been duly signed and submitted, the loan has been approved and any moment from now our account will be credited.

#### BUSINESS GROWTH: Sustainability and Expansion Strategy

It is a known fact that the future of any business lies in the numbers of loyal customers that they have, the capacity and competence of the employees, their investment strategy and of course the business structure. If all of these factors are missing from a business (company), then it won't be too long before the business close shop.

One of our major goals of starting Livingstone School is to build a business that will survive off

its own cash flow without the need for injecting finance from external sources once the business is officially running.

We know that one of the ways of gaining approval and winning customers (students and parents alike) over is to ensure that we offer nothing less than the best, to offer quality education to all our students so much so that they can favorably compete with students all over the Nigeria and gain admission to Ivy League colleges and universities.

Livingstone School will make sure that the right foundation, structures and processes are put in place to ensure that our staff welfare are well taken of. Our company's corporate culture is designed to drive our business to greater heights and training and re – training of our workforce is at the top burner of our business strategy.

As a matter of fact, profit-sharing arrangement will be made available to all our management staff and it will be based on their performance for a period of three years or more as determined by the board of the organization. We know that if that is put in place, we will be able to successfully hire and retain the best hands we can get in the industry; they will be more committed to help us build the business of our dreams.

#### Check List / Milestone

Business Name Availability Check: Completed

Business Incorporation: Completed

Opening of Corporate Bank Accounts various banks in the United States: Completed

Opening Online Payment Platforms: Completed

Application and Obtaining Tax Payer's ID: In Progress

Application for business license and permit: Completed

Purchase of All form of Insurance for the Business: Completed

Securing a standard facility large enough to accommodate our design: Completed

Conducting Feasibility Studies: Completed

Generating part of the start – up capital from the founders: Completed

Writing of Business Plan: Completed

Drafting of Employee's Handbook: Completed

Drafting of Contract Documents: In Progress

Design of The Tutorial Schools' Logo: Completed

Graphic Designs and Printing of

Packaging Marketing / Promotional Materials: Completed

Recruitment of employees: In Progress

Purchase of the Needed furniture, office equipment, electronic appliances and facility facelift: In Progress

Creating Official Website for the Tutorial School: In Progress

Creating Awareness for the tutorial school in Ashville – North Carolina: In Progress

Health and Safety and Fire Safety Arrangement: In Progress

Establishing business relationship with vendors and key players in the education industry: In Progress