

How To Prepare A Project Report

The project report should have the following contents;

1. General Information

A project report must provide an overview about every details of the industry to which the project belongs to. It should must contain the information about past experience, present working status and reason for selecting the proposed project. In this information must mention about your family history and experience of each working person so that an inference can be drawn regarding way of working of the family. The demand and supply position of the proposed product and competition faced in the market should also be mentioned.

2. Organization Summary

As an organizational summary, first of all status of the enterprise as to proprietorship firm, partnership firm, private limited company and society or trust should be mentioned clearly. Complete biodata of the promoters giving responsibility in the project assigned to them is indicated. Experience of each promoter is very important data, which should be given in detail.

3. Project Description

A brief description of the project must be stated and must give details about the following:

Location of the site,

- Raw material requirements,
- Target of production,
- Building covered area,
- Total Power requirements,
- Fuel requirements if any,
- Water consumption,
- Employment generated of skilled and unskilled labour,
- Technology selected for the project,
- Complete Production process,

Projected production capacity

ETP requirement, their scheme if applicable

If the business is service oriented, then it must state the type of services rendered to customers. It should state the method of providing service to customers in detail.

4. Marketing Plan

Marketing overview of any product with confirmed and reliable market data is the major part of the project report. In this section, present status of demand and supply, future new market generation and future demand should be analyzed to give a confirmed view about marketing. The strategy and procedure to be adopted for marketing should be given in detail. Project report should also contain the following:

- Target markets,
- Market segmentation,
- Future prospects of the market,
- Sales objectives,
- Marketing Cost of the project,
- Market share of proposed venture,
- Demand for the product in the local, national and the global market,
- Government restriction regarding sales

5. Capital Structure and operating cost

The project report must describe the total capital requirements of the project. It must state the source of finance, it must also indicate the extent of owners funds and borrowed funds. Working capital requirements must be stated and the source of availability of the funds should also be indicated in the project. Estimate of total project.

Total cost, must be broken down into;

land, construction of buildings and civil works, plant and machinery, miscellaneous fixed assets, preliminary and preoperative expenses and working capital.

Proposed financial structure of venture must indicate the expected sources and terms of equity and debt financing. This section must also spell out the operating cost

6. Financial Aspects

In order to judge the profitability of the business a projected profit and loss account and balance sheet must be presented in the project report. It must show the estimated sales revenue, cost of production, gross profit and net profit likely to be earned by the proposed unit. In addition to the above, a projected balance sheet, cash flow statement and funds flow statement must be prepared every year and at least for a period of 3 to 5 years.

The income statement and cash flow projections should include a three-year summary, detail by month for the first year, and detail by quarter for the second and third years. Breakeven point and rate of return on investment must be stated in the project report. The accounting system and the inventory control system will be used is generally addressed in this section of the project report. The project report must state whether the business is financially and economically viable.

7. Technical Aspects

Project report provides information about the technology and technical aspects of a project. It covers information on Technology selected for the project, Production process, capacity of machinery, pollution control plants etc.

8. Project Implementation

Every proposed business unit must draw a time table for the project. It must indicate the time within the activities involved in establishing the enterprise can be completed. Implementation schemes show the timetable envisaged for project preparation and completion.

9. Social responsibility

The proposed unit draws inputs from the society. Hence its contribution to the society in the form of employment, income, exports and infrastructure. The output of the business must be indicated in the project report.

10. finally it should be confirmed and judged that the proposed project is technical feasible and economically viable.

For further detail please contact

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