

Business Planning Toolkit

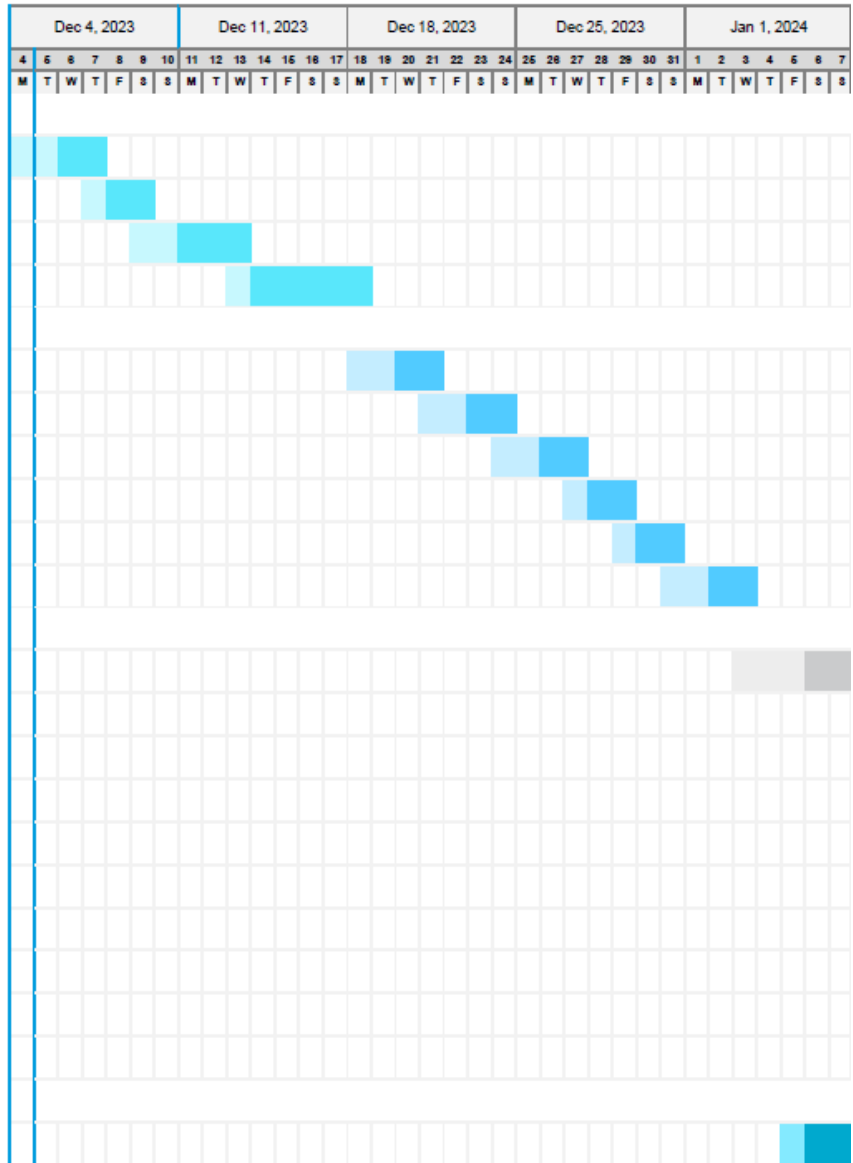
Company Name

Project start: **Mon, 12/4/2023**

Display week: **1**

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TASK	PROGRESS	START	END
Planning			
Define goals	50%	12/4/23	12/7/23
Develop Business Plan	60%	12/7/23	12/9/23
Determine Legal Supports	50%	12/9/23	12/13/23
Develop Organization Structure	25%	12/13/23	12/18/23
Registration Requirements			
CPS BC Registration	50%	12/18/23	12/21/23
MSP Billing/Facility Number	50%	12/21/23	12/24/23
Acquire Privileges	50%	12/24/23	12/27/23
BC Business Registry	50%	12/27/23	12/29/23
Worksafe BC Registry	50%	12/29/23	12/31/23
Real Estate/ Leasing	50%	12/31/23	1/3/24
Staffing			
Determine Staffing Needs	50%	1/3/24	1/8/24
Job Descriptions	60%	1/9/24	1/13/24
Determine Salary Range	50%	1/14/24	1/18/24
Advertising	25%	1/17/24	1/19/24
Interviews	25%	1/19/24	1/21/24
Develop Employee Contracts	25%	1/13/24	1/14/24
New Employee Documentation	25%	1/14/24	1/15/24
Payroll	25%	1/15/24	1/18/24
Office Policies	25%	1/18/24	1/17/24
Determine Workflow	25%	1/14/24	1/18/24
Financial			
Open Banking Account	25%	1/5/24	1/8/24



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TASK	PROGRESS	START	END
Set up payment Methods	25%	1/8/24	1/12/24
Develop Tracking System	50%	1/13/24	1/16/24
Tehcnology			
Set up Phone and Internet	25%	1/19/24	1/22/24
Evaluate EMR	25%	1/21/24	1/24/24
Privacy an Security Measures	50%	1/24/24	1/26/24
Virtual Care	50%	12/31/23	1/2/24
Furniture and Equipment			
Obtain Quotes	25%	1/2/24	1/5/24
Order Equipment	25%	1/5/24	1/8/24
Supplies			
Order supplies	25%	1/8/24	1/11/24
Track Costs	25%	1/10/24	1/13/24
Insurance			
Personal/Commercial Coverage	25%	1/13/24	1/16/24
Other			
Emergency Preparedness Plan	25%	1/23/24	1/24/24
Janitorial Services	25%	1/24/24	1/27/24
Patient Code of Conduct and Policy	25%	1/4/24	1/7/24
Benefits/ Negotiations	25%	1/7/24	1/10/24
CPMA Membership	25%	1/10/24	1/13/24

Dec 4, 2023							Dec 11, 2023							Dec 18, 2023							Dec 25, 2023							Jan 1, 2024						
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S