Project Preparation Trust of KZN PO Box 5609 Durban 4000 Tel 031 305 1288 Fax 031 305 1227 www.pptrust.org.za

Name:	Date:

	Business Specialization	Yes/No	No. years' Practical Experience
1	Business assessment / diagnosis and business development plans		
2	Profitability and cash-flow analysis		
3	Bookkeeping (manual and/or electronic such as Pastel/QuickBooks)		
4	Record -keeping e.g. stock management and control, order books etc.		
5	Markets and selling:		
5a	Identifying and accessing new markets,		
5b	Establishing new business collaborations		
5c	Marketing / advertising materials		
6	Human resources management and compliance		
7	Product/service and production (e.g. refinement, re-development, differentiation, improved manufacturing methods) – specify products/service with specialisation (e.g. steel, textiles, crafts, manufacturing etc.)		
7a	Product service type 1 (specify):		
7b	Product service type 2 (specify):		
7c	Product service type 3 (specify):		
8	Logistics (e.g. bulk ordering from wholesalers, shared transport to market)		
9	Legal and compliance (e.g. tax, VAT, health safety, labour)		
10	Procurement (e.g. raw materials/input services)		
11	Tendering and bidding		
12	Workspace access and optimisation (e.g. machine layout)		
13	Accessing finance		
14	Business coaching		
12	IT and website development		
13	Other specialisations (specify):		
	Specify:		
	Specify:		
	Specify:		
	Specify:		
	Specify:		