#### REPUBLIQUE DU CAMEROUN Paix - Travail – Patrie

#### MINISTERE DES PETITES ET MOYENNES ENTREPRISES, DE L'ECONOMIE SOCIALE ET DE L'ARTISANAT

SECRETAIRE GENERAL

CELLULE DE COORDINATION PROVISOIRE DE LA PEPINIERE NATIONALE PILOTE D'ENTREPRISES D'EDEA



# REPUBLIC OF CAMEROON Peace - Work - Fatherland

## MINISTRY OF SMALL AND MEDIUM-SIZED ENTERPRISES, SOCIAL ECONOMY AND HANDICRAFTS

**GENERAL SECRETARY** 

TEMPORAL COORDINATION UNIT OF THE NATIONAL PILOT BUSINESS NURSERY OF EDEA

### **PROJECT SHEET**

NAME AND LAST NAME:		
REGION OF ORIGIN:		
DIVISION OF ORIGIN:		
PHONE NUMBER :		
E- MAIL :		

A- <u>CANDIDATE WITH A PROJECT</u>		
N°	QUESTIONS	REPONSES
1	Project title	
2	Sector of activity (agri-food, cotton-leather-textile, wood, ICT, catering, etc.)	
3	Brief presentation of promoter / Idear holder and team if any	
4	Background (brief history of project)	
5	State the project intervention zone( Locality)	
6	Direct beneficiaries	
7	Brief explanation of the problem or need the project	

	seeks to resolve	
8	Nature of solution provided for the problem (product, service, IT solution, etc)	
9	Specification of products / services (list them and specify their importance to the target audiences)	
10	Value added ( compare to your competitors)	
11	Vission and Mission of project	
12	Project objectives	
13	Personal contribution towards the project (land, materials, equipment, financing, etc)	
14	EstimatedPotentialmarket	
15	Target customers/ beneficiaries profile	
16	Type of partners available to support your project (suppliers, investors, family, friends)	
17	Expected outcome of the project	
18	Activities to be carried out during the project	
19	Alignment of the project with local development priorities	

### **B-** CANDIDATESWITH EXISTING ENTERPRISE

THE PROMOTER		
N°	QUESTIONS	ANSWERS
1	Gender of promoter	
2	Age of promoter	
3	Promoter's highest qualification	
4	Highest degree specialty	
5	Professional experience of the promoter	
		HIS COMPANY
6	Company name	
7	Sector of activity (agri-food, cotton- leather-textile, wood, ICT, catering, etc.)	
8	Main products/services	
9	Year of creation of the company (year of formalization)	
10	Registration number (RCCM, Coopérative, etc.)	
11	Number of employees	
12	Background (brief history of the creation of the company)	
13	Direct beneficiaries (target population)	
14	Vision (N/A if not existing)	
15	Mission (N/A if not existing)	
16	Your business strategy (N/A if non- existent)	
	(m	ITS CORPORATE FUNCTIONS narketing, production, human resources and finance)
17	What is your Marketing strategy (N/A if not existing)?	
18	Is this strategy accompanied by an action plan?	
19	Do you have ANOR certified products?	
20	Do you have a quality and continuous improvement approach?	

In which market are you present (one region, less than 5 regions, all of Cameroon, CEMC, Affice, Lorope, Asia)?  Do you have a monitoring system for your market?  What is your accompanied by an action plan?  Do you have a standardzeard a satingardzeard a standardzeard a satingardzeard a satingardzeardzeard a satingardzeard you have a satingardzeardzeard you have a satingardzeardzeardzeardzeardzeardzeardzeardze			
22 monitoring system for your market?  What is your 2 production strategy (NA if not existing)?  Is this strategy accompanied by an action plan?  Do you have an artisanal, semilautomated or fully automated or fully automated or fully automated production system?  Do you have an inventory management system?  What is your personnel strategy (NA if not existing)?  Is this sub-strategy accompanied by an action plan?  Do you have a staff evaluation and capacity building system?  Do you have a staff evaluation and capacity building system?  Do you have a staff evaluation and capacity building system?  Do you have a staff evaluation and capacity building system?  Do you have a formatical internal regulations?  What is your financial management strategy (NA if not existing)?  Is this sub-strategy accompanied by an action plan?  Do you have a staff evaluation and capacity system for your staff?  Do you have an inventory (NA if not existing)?  Is this sub-strategy accompanied by an action plan?  Do you have an inventory (NA if not existing)?  Is this sub-strategy accompanied by an action plan?  What is your average annual turnover?	21	region, less than 5 regions, all of Cameroon, CEMAC,	
23 production strategy   (NN if not existing)?   1s this strategy   accompanied by an   action plan?   25 strategy   accompanied by an   action plan?   26 you have   standardized and   sufficiently optimized   processes?   27 po you have an   artistand, semi-   automated production   system?   27 in inventory   management system?   What is your personnel strategy   (NA if not existing)?   1s this sub-strategy   accompanied by an   action plan?   29   29   accompanied by an   action plan?   20 you have a staff evaluation and   apacity building   system?   31   security system for   your staff?   20 you have a   security system for   your staff?   20 you have a   saction plan?   31   security system for   your staff?   32   33   What is your financial   management strategy   (NA if not existing)?   1s it his sub-strategy   accompanied by an   action plan?   35   Do you have a   action plan?   36   37   37   38   38   39   39   30   30   30   30   30   30	22	monitoring system for	
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Inventory   management system?	26	artisanal, semi- automated or fully automated production system?	
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31 security system for your staff?  32 formalized internal regulations?  What is your financial management strategy (N/A if not existing)?  Is this sub-strategy accompanied by an action plan?  35 Do you keep a cash book?  36 Do you have an investment plan?  37 Do you have a budget control system?  ITS PERFORMANCES  38 What is your average annual turnover?  30 What is your average	30	evaluation and capacity building	
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34 accompanied by an action plan? 35 Do you keep a cash book? 36 Do you have an investment plan? 37 Do you have a budget control system?  ITS PERFORMANCES  38 What is your average annual turnover? 30 What is your average	33	management strategy (N/A if not existing)?	
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37 Do you have a budget control system?  ITS PERFORMANCES  What is your average annual turnover?  What is your average  39 What is your average	35		
37 control system?  ITS PERFORMANCES  38 What is your average annual turnover?  What is your average	36		
38 What is your average annual turnover?  What is your average	37	Do you have a budget control system?	
annual turnover?  What is your average			ITS PERFORMANCES
	38		
	39		

40	Sales situation over the last two years (decreasing-stagnant- increasing)		
41	Profit situation over the last two years (decreasing-stagnant- increasing)		
42	Cash situation over the last two years (decreasing-stagnant- increasing liquidity)		
43	Status of production equipment and machines (New - outstanding depreciation - already amortized)		
	ITS LEVEL OF ICT AND INNOVATION		
44	Level of ICT use in your company (basic, office, collaborative intranet, social networks, software package, etc.)		
45	Level of use of		
	Artificial Intelligence, Virtual Reality, IOT		