

REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie

MINISTRE 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- CANDIDATE WITH A PROJECT

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)	
ITS CORPORATE FUNCTIONS (marketing, 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?	

21	In which market are you present (one region, less than 5 regions, all of Cameroon, CEMAC, Africa, Europe, Asia)?	
22	Do you have a monitoring system for your market?	
23	What is your production strategy (N/A if not existing)?	
24	Is this strategy accompanied by an action plan?	
25	Do you have standardized and sufficiently optimized processes?	
26	Do you have an artisanal, semi-automated or fully automated production system?	
27	Do you have an inventory management system?	
28	What is your personnel strategy (N/A if not existing)?	
29	Is this sub-strategy accompanied by an action plan?	
30	Do you have a staff evaluation and capacity building system?	
31	Do you have a security system for your staff?	
32	Do you have formalized internal regulations?	
33	What is your financial management strategy (N/A if not existing)?	
34	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?	
39	What is your average annual profit?	

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	
46	Are you about to introduce a new technology or product to the market?	