

**Tracking sheet –** Undertaking an Enterprise Project

The aim of this unit is to help the learner develop their enterprise skills by planning, costing, producing, promoting and selling a product or service. An *enterprise activity* might include a group activity (e.g. baking cakes, washing cars) or an individual activity (e.g. making cards) which often raises money. Budgeting and cash flow are aspects of the enterprise project that are required at the higher level of the unit.

**SCQF Level 3**

**Learner name**  **Centre name**

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| **To do this you must** | **Page number** | **Assessment date** |
| 1. Understand aspects of a successful enterprise | | |
| 1.1 Identify a successful enterprise |  |  |
| 1.2 Identify examples of good customer service |  |  |
| 1.3 Give an example of a type of market research |  |  |
| 1.4 Give an example of a way to market a product or service |  |  |
| 1.5 State what is meant by the term “profit” |  |  |
| 2. Be able to plan an enterprise project | | |
| 2.1 Identify an idea for an enterprise project |  |  |
| 2.2 Identify potential customers |  |  |
| 2.3 Identify the resources required to complete the enterprise project |  |  |
| 2.4 Identify the costs of the enterprise project |  |  |
| 2.5 State how much you will charge for the products or services |  |  |
| 2.6 List the tasks involved in the enterprise project |  |  |
| 2.7 Identify what tasks you will contribute to |  |  |
| 3. Be able to carry out an enterprise project | | |
| 3.1 Take part in the enterprise project |  |  |
| 4. Be able to review the enterprise project | | |
| 4.1 Identify what went well with the enterprise project |  |  |
| 4.2 Identify how the enterprise project could have been improved |  |  |
| 4.3 State how much money the enterprise project made |  |  |
| 5. Be able to review own performance during the enterprise project | | |
| 5.1 Identify a skill developed during the enterprise project |  |  |
| **Assessor feedback** | | |
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| **Declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: | | |
| Learner Name Assessor Name  Learner Signature Assessor Signature  Date Date | | |