**Revenue Generating Unit Business Plan**

**Purpose:**

This document, when submitted in tandem with the Three Year Financial Forecast template, serves as the Business Case requirement for all revenue-generating units set out in the Revenue Enterprises Protocol policy (October 2023).

All units performing revenue-generating activities using the Ontario Tech brand and/or while utilizing Ontario Tech property (physical or virtual) are required to complete this planning document annually for review by the VP, Administration.

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| --- | --- |
| Section |  Business Unit Description  |
| 1 |

Description of business unit including mission, core function(s), resource description (employee/contracted service count, space utilization) and brief history of Unit business evolution

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| Section |  Environmental Analysis |
| 2 |

Description of the current business environment including comparisons to similar business units in other institutions/sectors, and future outlook

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| Section | Financial Forecast |
| 3 |

Outline the assumptions for the Three-Year Financial Forecast including both revenue and expenses. Each of the fiscal years must be outlined separately.

The expectation is that all revenue-generating units generate a net return rather than simply breaking even. Describe how the unit will achieve a net surplus of revenues over expenses each fiscal year.

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