From Concept to Profitability – We Turn Vision Into Value!

DVA BUSINESS CONSULTING (PTY) LTD

www.DVA-Consult.co.za

Business Case Development – Fact Sheet Questionnaire - 2025

Prepared by: DVA Business Consulting (Pty) Ltd

Helping you fund and build your business venture effectively

Venture/ Project Name: ________________________________

Date: ____

Contact Person: ______________________________________

Designation: ______________________________________

Identity Number: ___________________________________

Cellphone Number: _________________________________

Email Address: ____________________________________

Company Name: ___________________________________

Company Address: _________________________________

Company Reg Number: ______________________________

VAT Number: ______________________________________

How to Submit This Form

- To ensure a thorough and credible business case tailored to your needs, **please complete all sections** of this form as fully and honestly as possible.
- Your detailed responses will save time and increase the chance of success.

Submission Process

- Once completed, please submit the form to: DVA.Business.Consulting@gmail.com After submission and verification by DVA Business Consulting, an invoice for the R75,000 service fee will be issued.
- Upon receipt of payment and clearance of funds, the Business Case Development will commence the next business day.

Timeline and Deliverables

- Turnaround time for the Business Case Development: 28 business days/ 4 weeks (maximum)
- Expected deliverables:
    - *A professional, well-structured, investor-ready Business Case*
    - *An Executive Summary of the Business Initiative*
    - *An Investor's Pitch Presentation*
    - *An opportunity to present the Business Case to our Investors Network for possible funding*
    - *A Detailed Implementation Plan*

Company Details

DVA BUSINESS CONSULTING (Pty) Ltd
Company Registration No: 2025/669392/07
VAT No: Registration Pending
🏢 8 EL-Lou Villas, 51 Matroosberg Street, Vaalpark, 1947

Bank Details

DVA BUSINESS CONSULTING (Pty) Ltd
Capitec Business

Business Account
Account No: 105 414 8058
Branch Code: 450 105
Ref: *<<Your Project or Business Name>>*

Contact Us

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1. What is the core purpose and vision for your business initiative?

(Help us understand the big picture and strategic goals you want to achieve.)

1. What is the main goal or opportunity your project addresses?
2. What are the top benefits (financial and non-financial) you expect?
3. What key recommendations or approaches have you considered?
4. What risks do you see and how do you plan to manage them?
5. What immediate next steps or decisions are you seeking support for?

2. Please describe your business and industry environment.

(Tell us about your business background, sector, and market context.)

1. What products or services do you offer?
2. How long have you been operating and within which industry?
3. What makes your project timely and relevant in your market?
4. Who are your main customers and competitors?
5. What recent trends affect your business positioning?

3. What is the specific problem or market gap your business initiative seeks to solve?

(Share data or insights that highlight the urgency of this challenge.)

1. What challenge or opportunity triggered this business idea?
2. What evidence (data, customer feedback, market trends) supports the need?
3. How does the problem affect your business performance or customers?
4. What would happen if you did not act on this problem?
5. How urgent or widespread is this issue?

4. What background factors and previous efforts influence this business initiative?

(Help us understand the context and learn from past initiatives.)

1. What business drivers or external trends affect your Initiative?
2. Have you tried to solve this challenge before? What were the results?
3. What internal obstacles or resource constraints exist?
4. What lessons did you learn from earlier business initiatives or competitors?
5. Are there any regulations or environmental factors affecting this business initiative?

5. How does this business initiative align with your broader vision and values?

(Show how your project supports your mission and industry or policy goals.)

1. How does the business initiative contribute to your vision?
2. Does this business initiative support any national development goals, sustainability goals, or social impact agendas?
3. How will this business initiative empower your business or community?
4. Are there key partnerships or frameworks guiding this?
5. How does the business initiative fit within your future growth plans?

6. Who are the key people and groups involved or impacted?

(Identify your major stakeholders, partners, and those affected by this business initiative.)

1. List your internal teams, advisors, and external partners.
2. What are their roles, interests, and influence over this business initiative?
3. How do you plan to engage with them?
4. What concerns or resistance might arise and how will you address them?
5. How will you involve stakeholders in decision-making?

7. What market research supports your business Initiative’s viability?

(Help us understand the market size, opportunities, competition, and trends.)

1. What is your estimated total reachable market and segment you target?
2. Who are your main competitors, and what differentiates you?
3. What customer needs, pain points, or buying behaviors are relevant?
4. What market trends or future shifts may help or threaten you?
5. How do you plan to capture and sustain market share?

8. What alternative solutions have you considered?

(Tell us how you evaluated different approaches and why you chose this one.)

1. What other options or “do nothing” scenario did you analyze?
2. What are the benefits and downsides of each alternative?
3. How feasible are these options with respect to cost, timing, and risks?
4. Why do you believe your recommended business initiative approach is best?
5. What trade-offs or compromises have you identified and considered?

9. Detail your recommended solution and what it includes.

(Describe the scope, objectives, and key deliverables of your project.)

1. What are the specific goals and scope boundaries?
2. What products, services, or outcomes will this business initiative deliver?
3. What is unique or innovative about your business initiative's solution?
4. How does the solution align with your strategic priorities?
5. Are there any explicit exclusions or constraints?

10. How will you manage change and ensure adoption?

(Tell us about readiness, training plans, leadership, and cultural shifts.)

1. How prepared are you, your team and organization for change?

2. What training or capacity-building will be provided?
3. How will leadership support and be involved?
4. What shifts in culture or processes do you anticipate?
5. How will you address resistance or challenges to change?

11. What sustainability and environmental considerations exist?

(Share any environmental impacts, compliance, and long-term sustainability plans.)

1. What is your business initiative's environmental footprint?
2. How will you ensure ongoing sustainability of the initiative?
3. Are green regulations or ESG priorities addressed?
4. What are your plans to reduce negative environmental impacts?
5. How does sustainability align with your business model?

12. Please provide estimates of costs and expected benefits.

(This helps build a financial case including ROI and social value.)

1. What are your capital and operational cost estimates?
2. What financial returns (ROI, payback period) do you expect?
3. Are there non-financial benefits such as job creation or social upliftment?
4. How will the business Initiative be funded? Are there investors or grants involved? Are you still looking for investors to fund your business initiative?
5. What assumptions underpin your financial estimates? (e.g., exchange rate, a specific CAGR)

13. What are the main risks and how will you mitigate them?

(Help us identify and prepare for factors that could impact your project's success.)

1. What are the top risks you foresee?
2. What is the likelihood and potential impact of each risk?
3. How do you plan to reduce or manage each risk?
4. Are there contingency plans in place?
5. How will you monitor and update your risk management?

14. Outline your plan to implement the business initiative.

(Explain how you'll structure phases, timelines, and responsibilities.)

1. Will you implement and manage the business initiative yourself, or do you have a project team to assist or do you need assistance to implement the business initiative?
2. If you plan to manage the business initiative yourself, which project management approach will you use (example PMBOK, Agile)?
3. What are the key phases or milestones? What is the expected timeline and major dependencies?
4. Who will be responsible for each activity?
5. How will progress and quality be managed?

15. Describe your communication and engagement approach.

(Tell us how you'll keep everyone informed and motivated along the way.)

1. What are the main messages you want to communicate?
2. Who are your internal and external audiences?
3. Which communication tools and channels will you use?

4. How often will you communicate and in what format?
5. How will you gather feedback and adjust your messaging?

16. How will you measure your business initiative success?

(Define your key performance indicators and evaluation methods.)

1. What quantitative KPIs will you track (e.g., sales, market share)?
2. What qualitative indicators will be considered (e.g., customer satisfaction)?
3. What are your baseline measurements and target goals?
4. How frequently will you evaluate performance?
5. How will you report on progress and outcomes?

17. What is your plan for post-implementation review?

(Sharing how you will realize and verify benefits after the project completes.)

1. When and how will you conduct business reviews?
2. What criteria will you use to evaluate success?
3. How will you track the realization of the intended benefits?
4. What governance will oversee accountability?
5. How will lessons learned be documented and shared?

18. Describe your physical location and infrastructure needs.

(Important if your project relies on premises, equipment, or utilities.)

1. What type of physical premises do you require?
2. Do you own, lease, or plan to acquire this space?
3. What infrastructure and utilities are necessary?
4. Are there accessibility or regulatory considerations?
5. How will location support your operational goals?

19. Outline your staffing and labor requirements.

(Essential details on roles, hiring, and skills development.)

1. What organizational structure will support the business initiative?
2. Which key roles and capabilities/ skills will you need?
3. What is your recruitment or upskilling plan?
4. What assumptions have you made on HR costs?
5. How will you retain and motivate your workforce?

20. In summary, why should stakeholders support this business initiative?

(Your final thoughts on value, impact, and next steps.)

1. What is the single most compelling reason to invest or support this business initiative?
2. How does this align with your long-term vision?
3. What benefits will stakeholders gain?

21. Other Supporting Documents if applicable or available

- Financial Projections Spreadsheet (Excel/ PDF)
- S.W.O.T Analysis (WORD/ Excel/ PDF)

- Presentation (PPT/ PDF)