

AUTHOR: Cindy Fake, Horticulture & Small Farms Advisor, Nevada & Placer Counties

Inventory where you are now and then project where you need to be to be successful.

I. Inventory of Physical Resources

- a. Land, soil, water, microclimate
- b. Infrastructure: Buildings, Irrigation, Fencing, etc.
- c. Access roads
- d. Equipment, materials, inputs: costs, timing, inventory, maintenance calendar, etc.
 - i. Each piece of equipment/machinery
 - ii. Supplies, such as irrigation, fencing, t-posts, etc.
 - iii. Inputs: seeds, fertilizer, pesticides, medications, etc.
- e. Resource needs and gaps:
 - i. What you have & what you need
 - ii. Working life of what you have/are acquiring, plan for replacement

II. Human Resources

- a. Who does what and when?
 - i. Owners, employees, family/friends involved in farm/ranch
 - ii. For each person:
 1. Skill set
 2. Preferred tasks
 3. Availability for labor
 4. Backup person for task
- b. Who is responsible for making sure each task gets done?
- c. Timing of peak labor needs
- d. Decision-making procedures
- e. Additional labor needed

III. Regulations

- a. List of regulations that affect you, e.g., pesticide use, grading permits, watershed, Producer 's Certificate, scale sealing, workers' comp, etc.
- b. Contact person/agency for each one and when you must comply/renew, etc.
- c. A plan on how you will address issues such as safety, security, pesticide storage regulations, permits/zoning requirements.

IV. Production Plan

- a. Products you produce
- b. How much product you can produce
- c. How they are produced
- d. Production schedule
- e. Harvest schedule
- f. Labor—how much, when, and cost including wages, workers' compensation, insurance

V. Operational/Management Calendar

Includes annual schedule and tasks for

- a. Production and harvest
- b. Marketing
- c. Administration
- d. Calendar includes amounts, costs, and timing of
 - i. Ordering
 - ii. Seasonal supply and equipment needs
 - iii. Labor needs
 - iv. Income and Expenditures = Cash flow

VI. Contingency or Risk Management Plan for:

- a. Fire
- b. Flood
- c. Wind
- d. Frost
- e. Injury
- f. Electrical outage
- g. Food safety incident

VII. Transition Plan: Planning for the Future

- a. Consider both land and business
- b. Who is the next generation?
- c. Who will take over if...?
- d. Shared decision-making
- e. Estate taxes/planning

References

Agribusiness Planning. Penn State Cooperative Extension. <http://pubs.cas.psu.edu/freepubs/pdfs/ua371.pdf>

How to Write a Farm Business Plan. Charmayne Smith, Demand Media. <http://smallbusiness.chron.com/write-farm-business-plan-843.html>

Whole Farm Planning Model, The Ohio State University Extension. <http://ohioline.osu.edu/bst-fact/pdf/3608.pdf>

More tools available at <http://ucanr.org/sites/placernevadasmallfarms/Resources/FarmBusinessPlanning/>



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