



4646 Dakota Street SE
Prior Lake, MN 55372

TECHNOLOGY VILLAGE

TECHNOLOGY VILLAGE BUSINESS NEEDS ASSESSMENT

The purpose of the Technology Village Business Needs Assessment is to determine the current state of your organization. The results of the assessment will be used to tailor available resources and develop a program to fill any identified gaps in service.

TENANT SECTION:

Business Name: _____

Principal: _____

Title: _____

Address (C/S/Z): _____

Phone: _____

Email: _____

DESCRIBE BUSINESS SEGMENT: _____

MARKET FOCUS:

- | | | |
|-------------------------------------|--------------------------------------|--|
| <input type="radio"/> Mobile APPS | <input type="radio"/> B2B | <input type="radio"/> Web APPS (Business Services) |
| <input type="radio"/> Entertainment | <input type="radio"/> Bio Technology | <input type="radio"/> Websites |
| <input type="radio"/> Consumer | <input type="radio"/> Health Care | <input type="radio"/> Other: _____ |

BUSINESS ASSISTANCE SURVEY:

Please identify the type of assistance you are seeking and the urgency of your need.

Accounting:

- ✓ Provide direction setting up business accounting system and procedures
- ✓ Provide direction and guidance to analyze financial position, operating results and cash flow requirements

<u>Assistance</u>	<u>Needed</u>	<u>Not Needed</u>	<u>Unsure</u>
Record Keeping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial Reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cash Flow Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tax Prep & Reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	

Finance:

- ✓ Provide direction to determine business capital requirements
- ✓ Provide direction and guidance for effective management of financial resources

<u>Assistance</u>	<u>Needed</u>	<u>Not Needed</u>	<u>Unsure</u>
Obtain Financing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial Reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budgeting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	

Marketing/Sales:

- ✓ Provide direction to determine business strategy and branding
- ✓ Provide direction and guidance on sales metrics to evaluate growth for business model resource requirements
- ✓ Provide direction and guidance to define customer needs to deliver profitable products and services

<u>Assistance</u>	<u>Needed</u>	<u>Not Needed</u>	<u>Unsure</u>
Business Plan Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sales Projections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pricing Strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Selling Techniques	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business Networking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marketing Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	

Personnel:

- ✓ Provide guidance to determine required skill sets to support business strategy
- ✓ Provide direction and guidance for job description development
- ✓ Provide direction and guidance to support overall human resources requirements

<u>Assistance</u>	<u>Needed</u>	<u>Not Needed</u>	<u>Unsure</u>
Job Descriptions Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hiring Best Practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Termination Procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Labor Laws	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	

General Operations Management:

- ✓ Provide guidance and/or introduce service providers to support the below operations requirements

<u>Assistance</u>	<u>Needed</u>	<u>Not Needed</u>	<u>Unsure</u>
Contract Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Banking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Patent Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Liability Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Customer Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vision & Strategic Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Off-Shore Contracting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long-Term Strategic Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	

Please indicate any additional areas where guidance or assistance can be provided to accelerate your business growth:

Identify a few key areas where you feel assistance is most urgent.
