

Converting Layoffs into Minnesota Business (CLIMB)

Individual Progress Report

Instructions: The purpose of this report is to show us where you are in the process of starting your business. You can attach additional sheets if you need more space.

Please turn the form into your Dislocated Worker counselor within 45 day of entering a CLIMB Activity.

Name: _____

Telephone Number: _____

Name of business: _____

Email address and website of business: _____

Activity/Task	Date Completed	Projected Completion Date	Not Applicable	Comments
Completed entrepreneurial or business training				
Developed business plan				
Established legal structure (Sole proprietorship, corporation, LLC, partnership, etc.)				

Activity/Task	Date Completed	Projected Completion Date	Not Applicable	Comments
Obtained a federal tax identification number				
Opened business checking account				
Established office in home or signed a lease for an office outside home				
Secured needed equipment and supplies				
Developed marketing plan for the business and your product(s)				
Began advertising of product or service (began carrying out marketing plan)				
Purchased business insurance				
Obtained needed business licenses and permits				
Hired staff				
Developed record-keeping and accounting system				
Started providing goods or services				

Progress on activities/tasks not listed above.

Typical number of days per week you spend on start-up activities: _____

Typical number of hours per day on startup activities: _____

Challenges in starting your business:

I certify that the above is true and correct.

Signature _____

Date _____