

Succession Readiness Scorecard

You have grown an incredible business and now may be thinking about your life after business. There are many options to consider as you plan on a new leadership change within your business. Use this scorecard to rate your readiness for succession. Rate your business 1-Strongly Disagree; 2-Somewhat Disagree; 3-Needs Work; 4-Somewhat Agree; 5-Strongly Agree. Then add up the totals to find out where you stand.

TEAM	Rating 1-5
I have a stable and motivated management team.	
We have a high level of trust and are not afraid of conflict if that gets us to the best results.	
We have a complete contingency staffing plan in place.	
My staff treats their job as a career vs. a short term financial fix.	
We encourage my staff to set career and personal goals.	
Regular planning sessions are conducted with staff and management.	
People are listened to and are encouraged to speak up and make recommendations.	
The team views change as positive and is always up for the challenge.	
My team members are accountable and never makes excuses for performance.	
Team TOTAL	

OPERATIONS	
The company has the right allies to support the organization (Eg: Acct, Atty, Banker, Coach).	
Reporting systems are in place and adhered to.	
Designated people are responsible for the day to day operating decisions.	
Staff communication is good and duplication of work does not occur.	
My company tests and measures everything to ensure customer satisfaction.	
We analyze our mistakes as both a company and as individuals and learn from them.	
Our direction and people can change instantly to meet our customers needs.	
There is little to no animosity or friction between sales and production departments.	
Operations TOTAL	

CUSTOMER BASE & SALES	
No more than 15% of our sales are dependant on any one customer.	
The company has found a niche for it's product and no longer competes on price.	
Everyone is aware of the lifetime value of our clients and that value is increasing continuously.	
We track our leads, our client conversion rate and the number of transactions per client, ongoing.	
We always educate on value and never market on price.	
Sales processes are managed weekly and measures are taken to ensure quotas are met.	
My sales force is successful and undergoes regular training on both product and selling skills.	
The production team supports the sales force and does everything they can to assist the sale.	
The sales team is responsible for regular sales projections and is held accountable.	
Customer Base & Sales TOTAL	

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GROWTH STRATEGY

The company has it's finger on the pulse of the market at all times.

The company has a very good knowledge of it's competition and their practices.

The company has identified at least 3 new niches or technologies to pursue for long term growth.

We are currently setting aside funds for new product & market development.

A key member of the management team is responsible for identifying new product or market offerings, and leading the company to pursue them.

We have a method in place to "vet" new products/markets before we commit resources.

We are actively planting seeds to establish ourselves as experts in new markets.

We are accruing cash to support operational expenses as we pursue new markets.

Growth Strategy TOTAL

EFFECTIVE FINANCIAL CONTROLS

The company has a forward-looking.

Budgeting processes are clearly defined and adhered to.

Financial statements are done monthly, at the very minimum.

Debt service as a percentage of gross profit decreased last year.

Break even levels are relatively low.

Individual responsibilities for achieving financial goals are clearly defined.

Profitability as a rule is higher than the industry average and is not an issue for the company.

Financial Controls TOTAL

Page 1 TOTAL

Page 2 TOTAL

GRAND TOTAL

What Your Succession Readiness Score Means:

184-205: CONGRATULATIONS! You're well on your way to being ready to exit and know that the legacy you've built can live on after you've gone. Make sure to equip your team for future success by signing up for our monthly newsletter with helpful tools, and attend ActionCOACH events for access to leadership and business development information.

164-183: NOT BAD! With some investment in specific areas, you can move closer to exiting the business without sacrificing what you've already built.

144-163: CAUTION ZONE. You have some things in place but still a fair amount of strategies that need to be implemented to make your business either "sell ready" or in position to pass down to the team.

143 or below: CONGRATULATIONS. By taking this test, you're beginning to identify the things you need to have in place to be able to exit at some point.

ASCEND™

Brilliantly Effective Business Plans

If you scored less than **190** on the **Succession Readiness Scorecard**, our 90-minute **Business Planning for Succession Executive Session** is a high level overview of the key steps you need to execute to steer your business through transition and come out on the other side more profitable, with your team intact, and your customers well cared for.

Make a plan that enables you to take a step back and enjoy the benefits of your hard work.



Gain Confidence
in Your Team



Increase Your
Profits & Take
Home Pay



Grow the Cash
Flow for Your
Business



Make your
business
"sell ready"

Follow These Steps to Succession

ONE

Register for the Business Planning for Succession Executive Session for an overview of the program.

TWO

Discover the 8 key ingredients that need to be in your business plan for a successful leadership transition.

THREE

Get a free 90-minute one-on-one with an ActionCOACH team member to put your plan into action.

REGISTER NOW

www.madisonbusinessplans.com/succession/

or call **(608) 441-7860** to reserve your spot today.