

Are you in control of your Business :

Early diagnosis and intervention can be a life line for a business owner. A future focused owner can make all the difference.

The purpose of the Miles Dolphin Business-Control Checklist is to be able to assist business leaders and their advisors to quickly identify key risks within a business and to tailor effective interventions quickly. A clear understanding of the risk profile will enable you to guide your business and to avoid crisis.

Key Risk Factors	ASSESSMENT	RISK RATING
	The more ticks, the higher the risk.	Low Mod High
BUSINESS STRATEGY	<input type="checkbox"/> No documented or updated business strategy or plan <input type="checkbox"/> Confused, absent or fractured business strategy <input type="checkbox"/> Inward focusing business – lack strategies to deal with changing external opportunities or threats	1 2 3 4 5 6 7 8 9
BUSINESS PLAN & STRUCTURE	<input type="checkbox"/> No visible management execution plan <input type="checkbox"/> No organisation structure with clear accountabilities <input type="checkbox"/> No delegated authority limits between board, owner & management team	1 2 3 4 5 6 7 8 9
LEADERSHIP	<input type="checkbox"/> Focused on crisis management <input type="checkbox"/> Erratic conduct from business owner <input type="checkbox"/> A significant number of changes in senior staff. <input type="checkbox"/> Reliance on key person (business owner or GM)	1 2 3 4 5 6 7 8 9
FINANCIAL	<input type="checkbox"/> A need for urgent finance <input type="checkbox"/> Large portion of debtors over 60 days <input type="checkbox"/> Lack accurate and timely financial reporting <input type="checkbox"/> Lack cash flow forecasting <input type="checkbox"/> Track record of not meeting sales, revenue or profit projections.	1 2 3 4 5 6 7 8 9

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Key Risk Factors	ASSESSMENT	RISK RATING
	The more ticks, the higher the risk.	Low Mod High
CUSTOMER	<input type="checkbox"/> A reliance on one or two very large customers. <input type="checkbox"/> No documented marketing strategy or plan <input type="checkbox"/> No customer relationship management system or data-base	1 2 3 4 5 6 7 8 9
BUSINESS PROCESSES	<input type="checkbox"/> Lack of documentation for key business processes <input type="checkbox"/> Lack internal quality control measures <input type="checkbox"/> Lack of transparency or accuracy of information or reporting. <input type="checkbox"/> Do not benchmark well against industry averages <input type="checkbox"/> Poor use of technology	1 2 3 4 5 6 7 8 9
PEOPLE	<input type="checkbox"/> Poor safety record <input type="checkbox"/> High turnover and/or absenteeism of key people/roles <input type="checkbox"/> Mismatch of individual capability to the role/s <input type="checkbox"/> Avoid dealing with underperformance of individuals	1 2 3 4 5 6 7 8 9