

Organization Model Assessment - Is My Organization Model Working?

A. Assessment

Think about your current organization and answer circle Yes or No. Tally Ys and Ns at bottom.

- | | | | |
|-----|--|---|---|
| 1. | Are all of our employees fully utilized? | Y | N |
| 2. | If our business contracted significantly, could we continue without letting employees go? | Y | N |
| 3. | Do we have the capacity to serve our current customers and/or produce product at high quality levels (no unserved or unhappy customers)? | Y | N |
| 4. | If we suddenly had a surge in business, would we be able to handle it without losing business? | Y | N |
| 5. | Are the owners and/or key management team able to focus strategically on growing the business and not distracted with the day-to-day requirements of running the business? | Y | N |
| 6. | Do we have the right <u>expertise</u> and <u>resources</u> to stay in compliance and mitigate risks associated with violating the following: <ul style="list-style-type: none"> • Employment laws • IRS rules regulations • Government contracting requirements | Y | N |
| 7. | Do we have the <u>expertise</u> and <u>manpower</u> to handle the business and/or revenue opportunities (geographic, product, service expansion) that are part of our growth plan? | Y | N |
| 8. | Are our back-office processes and procedures well understood and documented so they could be quickly transitioned to another employee if the current employee doing them left? | Y | N |
| 9. | Are we building an adequate back-office infrastructure to support future growth? | Y | N |
| 10. | Are employees engaged, committed and optimistic about their personal positions and opportunities in the company? | Y | N |
| 11. | Are employee costs in line with company profitability and/or projections? | Y | N |
| 12. | Do we have an organizational growth strategy? | Y | N |

Tally: Y _____ N: _____

B. Impact

For assessment questions to which you answered NO, capture 2 of the issues and the potential impact and associated cost to your business such as:

- | | |
|--|---|
| <p><u>Impact</u>
Stifling growth
Eroding profitability
Risk exposure
Other</p> | <p><u>Associated Costs (\$\$)</u>
Lost revenue
Excess or avoidable expense
Fines, legal costs</p> |
|--|---|

#	ISSUE	IMPACT & COSTS

C. Potential Solution(s)

What potential changes and/or improvements to your staffing model could help solve the issue(s)? Consider:

- Hiring (full-time, part-time, contract, outsource)
- Restructure (realign responsibilities)
- Hiring practices (recruiting, screening, onboarding)
- Support (training, documentation, systems)