



BUSINESS CORE BASICS™

*Structural Foundation
Documentation Checklist*

90-DAY IMPLEMENTATION FRAMEWORK

BUSINESS CORE BASICS™

Structural Foundation Documentation Checklist

A CEO-level documentation tracker for operational stability, financial visibility, and capital readiness.

PHASE 1 — STRUCTURAL FOUNDATION

Legal & Organizational Integrity

- | | |
|---|--|
| <input type="checkbox"/> Articles of Organization / Incorporation | <input type="checkbox"/> Licenses & Permits Active |
| <input type="checkbox"/> Operating Agreement / Bylaws | <input type="checkbox"/> Insurance Policy Documented |
| <input type="checkbox"/> EIN Confirmation Letter | <input type="checkbox"/> Contracts Stored Centrally |
| <input type="checkbox"/> Good Standing Verified | <input type="checkbox"/> Ownership Structure Clarified |

Executive Discipline Reflection

Where does legal or structural ambiguity still exist?

PHASE 2 — FINANCIAL DISCIPLINE

Visibility & Control

- | | |
|--|--|
| <input type="checkbox"/> Business Bank Account Operational | <input type="checkbox"/> Monthly Bookkeeping Routine |
| <input type="checkbox"/> Finances Fully Separated | <input type="checkbox"/> Revenue Tracking System Defined |
| <input type="checkbox"/> Accounting Software Implemented | <input type="checkbox"/> Financial Reports Accessible |
| <input type="checkbox"/> Chart of Accounts Structured | (P&L, Cash Flow, Balance Sheet) |

Executive Discipline Reflection

Can I see my numbers clearly without guessing?

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PHASE 3 — OPERATIONAL SYSTEMS

Repeatability & Structure

- Core Services Clearly Defined
- Sales Process Documented
- Intake Workflow Structured
- Proposal Templates Standardized
- Delivery Process Outlined
- Core SOPs Written (Minimum 3)
- KPI Tracking Dashboard Identified

Executive Discipline Reflection

Where is my business still dependent on memory instead of systems?

PHASE 4 — CAPITAL READINESS

Sustainable Growth Preparation

- Identify Top Revenue Drivers
- Review Pricing for Margin Clarity
- Define Expense Control
- Understand Break-Even Point
- Set Cash Reserve Target
- Organize Funding Readiness Documents
- Evaluate Growth Opportunities Responsibly

Executive Discipline Reflection

Am I structurally ready for growth — or just eager for it?
