

BUSINESS SCALING CHECKLIST

Before you accelerate growth, it's crucial to ensure your business structure can support it. Utilise this quick checklist to help you identify potential cracks in your foundation, so you can fix them before they become roadblocks. Use it as a guide to strengthen your operations, empower your team, and scale with confidence.

Leadership & decision making

- ☐ Are roles and responsibilities clearly defined across the organisation?
- ☐ Can key decisions be made without constant involvement from top leadership?
- ☐ Do team leads or managers have the authority to act independently?

Processes & systems

- ☐ Are core business processes documented and standardised?
- ☐ Is there consistency in how different teams operate (tools, workflows, communication)?
- ☐ Can new employees be onboarded efficiently with existing documentation?

Financial & operational visibility

- ☐ Do you have real-time access to key financial and operational metrics?
- ☐ Are your reporting systems automated and reliable?
- ☐ Can you forecast growth, cash flow, and resource needs with confidence?

Technology & infrastructure

- ☐ Are your current tools and platforms scalable?
- ☐ Is your data centralised and accessible across departments?
- ☐ Do you have cybersecurity and compliance measures in place?

Culture & communication

- ☐ Is your company culture strong and aligned with your growth vision?
- ☐ Are communication channels clear and effective across all levels?
- ☐ Do employees understand and support the company's scaling goals?

Need a Hand?

If you'd like support analysing your company and identifying where to focus before scaling, we're here to help.

Contact us at www.adexe.online/contact-us

