Tools for SMALL Businesses

Level 1 Question 5: Are our current key people also right for when we are twice as big?

Title	Functional Accountability and Key People Review								
Why	To assure that you have the right people in the right seats.								
	When scaling, the demands on the key people on your team are ever increasing. Make sure you have the right people onboard for the peyt level on your growth journey.								
	ake sure you have the right people onboard for the next level on your growth journey								
What	The Key People Review does two things:								
	It map out wo are responsible for which function/process								
	2. It maps out if the current people in key positions also are the right ones for the future.								
	NOTE: This exercise can be very sensitive – be careful how you use the second part of it!								
How	Map Functional Accountability								
	Name the person accountable for each function.								
	2. List Key Performance Indicators (KPIs) for each function.								
	 Take your Profit and Loss (P/L), Balance Sheet (B/S), and Cash Flow accounting statements and assign a person to each line item, then derive appropriate Results/Outcomes for each function 								
	Now Identify:								
	4. More than 1 Person in a Seat								
	5. Same person in more than 1 seat								
	6. Empty seats								
	7. Would you hire the same person today? (this item can be eliminated if done in a								
	group where some of these people are present)								
	People review model								
	Review people against key Competencies and values.								
	If a person does not meet the standards for either competencies or values, you								
	should consider finding a different role for that person								
Templates									

Functional Accountability

Function/Process	Accountable Person	Leading Indicators (Key Performance Indicators)	Results/Outcomes (P/L or B/S Items)		
Sales					
Marketing					
Production					
Supply chain					
Development					
Customer Support					
IT					
HR					
Finance					

People review model

		Competence?	Competence	Competence 3	Competence	Value 2	Value 2	Value 3	Value A	Value's
Name	Role	10	10	10	/ (0	72	72	70.	72.	1/2.
Name 1										
Name 2										
Name 3										
Name 4										
Name 5										
Name 6										
Name 7										
Name 8										
Name 9										
Name 10										
Name 11										