



SME checklist «Are we on the safe side?»

We offer a one-hour process review for SMEs - no consulting, no obligation, just a structured, independent outside view of your core processes. Would that be of interest to you?

This SME checklist is designed to help you reflect on yet undiscovered opportunities and possible weaknesses in your day-to-day business.

7 key topics for Managing Directors of SMEs

1. Planning & Financials

- Do we have reliable forecasting based on more than one scenario?
- How often do our figures deviate from reality?

2. Dependencies

- Are there staff members without whom our day-to-day operations would hardly function?
- Would we be well prepared in the event of a sudden absence?

3. Processes & Knowledge

- Are our most important processes documented or is everything kept in the mind of individual staff members?
- Could a new joiner start working productively within two weeks?

4. Suppliers & Customers

- How dependent are we on a few customers or suppliers?
- Do we have alternatives that are realistically available to us?

5. IT & Data

- In the event of a system failure, would we know where our data is stored?
- Is our most important data backed up and secure, also from a legal perspective?

6. Responsibilities

- Are there clearly defined responsibilities for Finance, Human Resources, Sales, etc.?
- Does the principle «the boss knows and decides everything» often apply in case of doubt?

7. Future & Next Generation

- Would we be attractive to an investor, buyer or successor?
- What would happen tomorrow if I were unable to come to work?

We would be delighted to invite you to a brief discovery meeting. It will only take a little of your time but often yields surprisingly clear insights. Perhaps we will discover yet unrealized opportunities and potential.
