



5-Step Growth Readiness Checklist

Goal: Confirm your systems, cash, controls, and people can support the next stage of growth.

1. Eliminate Manual Work

- Identify recurring work that is keyed more than once across systems.
 - Connect billing, accounting, payroll, and field applications.
 - Automate repeatable uploads, approvals, reconciliations, and reporting.
- Red flag:** every new project creates more overtime, errors, and data backlogs.
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2. Lock AP and PO Discipline

- Require approved purchase orders before materials or services are ordered.
 - Match the PO, receiving record, and vendor invoice before payment.
 - Track unpaid invoices and upcoming commitments by project.
- Target:** purchases are authorized, expected, received, and paid only once.
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3. Establish Financial Visibility

- Post WIP and produce project-level profitability reports monthly.
 - Review budget-to-actual and job-cost variances every week.
 - Confirm change orders are signed, priced, and reflected in the forecast.
- Red flag:** one bad job can erase profit before leadership sees the variance.
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4. Build Cash Discipline

- Maintain a rolling cash forecast covering at least the next 13 weeks.
 - Strengthen customer terms, MSAs, billing accuracy, and collection follow-up.
 - Align supplier terms, CAPEX, and hiring plans with available cash.
- Target:** cash can support 20-30% more volume without creating a crisis.
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5. Strengthen Compliance and Controls

- Review tax, payroll, insurance, bonding, and licensing requirements.
 - Use documented approvals, reconciliations, and segregation of duties.
 - Assign control owners and keep records complete and audit-ready.
- Red flag:** compliance and control gaps are handled only after a notice or loss.
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Use this checklist before adding major contracts, locations, or headcount.

You will uncover manual-work bottlenecks, purchasing gaps, weak reporting, cash pressure, and control risks before growth multiplies them.

Next step: Book a 20-min call if you want help stress-testing your growth plan before you scale.