

How to use: go through each section and check every box that applies. Tally your score at the end. Any unchecked box is a documented operational gap.

Framework Fit

- 1 ☐ Was this process adopted because it fits our workflow, not because it's the norm?
- 2 ☐ Can any manager trace why this specific control exists in our operation?
- 3 ☐ Have we tested a "best practice" against our real order flow before rolling it out?
- 4 ☐ Has friction around this workflow increased for more than one full quarter?
- 5 ☐ Could we describe our process without referencing an outside framework's name?

People Dependency

- 6 ☐ Is any single employee's exit likely to trigger other resignations within weeks?
- 7 ☐ Do we have a written plan for the first resignation before it happens?
- 8 ☐ Is there a documented knowledge-transfer step before any employee's last day?
- 9 ☐ Could a new hire access how work actually gets done without asking a specific person?
- 10 ☐ Is any critical process explained only through informal, insider conversation?

Systems vs Skill

- 11 ☐ Can every employee running our core system actually operate it without help?
- 12 ☐ Have we ever bought software before training staff to run it correctly?
- 13 ☐ Are staff being asked to document everything right before a restructuring?
- 14 ☐ Would sudden documentation demands signal a warning sign in our operation?
- 15 ☐ Is training budget lower than software budget for the same core process?

Team Health

- 16 ☐ Has team apathy shown up across multiple people, not just one complainer?
- 17 ☐ Would replacing the whole team fix the problem without changing structure?
- 18 ☐ Is someone checking system outputs daily, not just trusting automation?
- 19 ☐ Does any automated tool run without a knowledgeable human reviewing results?
- 20 ☐ Have we asked why the team is apathetic before assuming attitude is the cause?

Founder Scaling

- 21 ☐ Does our output growth depend on the founder personally adding more hours?
- 22 ☐ Is there a repeatable structure that multiplies output without founder effort?
- 23 ☐ Has any functional area been fully handed off to a named owner, not just tasks?
- 24 ☐ Does the founder still personally solve most problems instead of delegating?
- 25 ☐ Would hiring one more VP reduce the founder's total responsibility load?

SCORING GUIDE

Score	Level	What it means
0 to 11	CRITICAL	Structural failures are actively destroying margin
12 to 19	MODERATE	Gaps in two or three areas that need immediate attention
20 to 25	STRONG	Systems are solid, focus on optimization

Book a free data audit at modonix.com/service. We identify your top 3 margin leaks in one session. Written by Ahmed Abuswa, Modonix.com