

RISING OUT OF LOCKDOWN CHECKLIST

Heading	Area	Activity	Complete
Vision		Explain how COVID has impacted your business	
		Explain what your aspirations are now	
		Explain what your business will look like in 3 months	
		Explain what your business will look like in 3 years	
		Document what you are trying to achieve in top line terms	
People		Write down what structure you will need now and in the future	
		Explain how you will balance these structures to the need	
		How will you manage staff from furlough and into the workplace?	
		How will you look after health, emotional balance and wellbeing?	
Environment		Consider any short-term restrictions which may exist	
		Look at changes in your industry now and in the future	
		Consider any longer-term restrictions which may arise	
		Consider what effect consumer confidence will have on demand	
		Consider what effect consumer liquidity may have	
		Has consumer appetite and demand changed	
		What is your forecast in light of the new world we are in	
Financial	Cash	What does your liquidity look like?	
		How much debt do you need to support	
	Modelling	Have you structured your debt payments?	
		What does your business model look like for the next month	
	Forecasting	What does your business model look like in 3 month's time	
		What does your business model look like in 12 month's time	
		How will you revise and refine your model over time	
		Produce a budget	
		Produce a cash flow forecast	
Agree and set Financial KPI's (stock, debtors, creditors, etc)			
Infrastructure	Logistics	Align infrastructure costs to current model	
		Build operations to fit financial and environmental needs	
		Incorporate new/remote working practices if required	
		Introduce new technology if required	
		Work out how to operate with social distancing today	
		Work out how to operate with social distancing in the future	
		Plan how to maximise operational capacity and efficiency	
		Plan how to manage and secure your supply chain	
	Plan for reopening of the workplace		
	Compliance	Accreditation and licences	
Marketing & Sales		Plan how to evidence safety and social distancing	
		Revisit your key products, services and USP's	
		Ensure you look after your existing clients	
		How will you find new clients	
		Develop a marketing strategy for the new world we are in	

