Velocite COVID-19 Alert Level 3 Self-Assessment Checklist

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| **Area of the Business** | **What did you achieve?** | **What did you learn?** | **What do you need to do now?** |
| **Standard Operating Procedures** |
| Review your Work Safety Plan to identify what worked and what needs improvement |  |  |  |
| What will you now change in your Work Safety Plan? |  |  |  |
| **Sales** |
| Completing existing work in progress |  |  |  |
| Generating new sales |  |  |  |
| Agreeing payment terms for your sales before commencing the work |  |  |  |
| Securing supply of materials |  |  |  |
| **Cost Management** |
| Managing employee hours  |  |  |  |
| Managing wage costs |  |  |  |
| Negotiating with suppliers so that payment terms are after when you will receive cash |  |  |  |
| Negotiating with landlord and all you pay from your business account to reduce costs where fair and reasonable |  |  |  |
| **Cash Management & Bank Funding**  |
| Following up all existing debtors (people who owe you money) to collect money owed to you |  |  |  |
| Preparation of 12-month and 24-month profit and loss budget  |  |  |  |
| Preparation of COVID-19 Business Restart Plan |  |  |  |
| Application to Bank for additional overdraft or term loan  |  |  |  |
| Application for Government Small Business Cashflow Loan Scheme (from 12 May) |  |  |  |
| **Communication** |
| Ask your Team how they are doing |  |  |  |
| Ask your Team for ideas to grow sales and improve operating procedures |  |  |  |
| Ask your customers how they are doing |  |  |  |
| Ask your customers if they have any concerns or questions around how your business is operating |  |  |  |
| Keep telling your customers that you are open for business and how you are operating |  |  |  |
| **Looking Forward** |
| Grab Post It Notes or a Note Pad, list everything that is rattling round in your head (one idea per Post It Note) |  |  |  |
| Group the Post It Notes into common themes |  |  |  |
| Identify the top 2 or 3 themes that need to be actioned |  |  |  |
| List the first 3 -5 actions for each theme |  |  |  |
| Begin completing the actions |  |  |  |
| **Other**  |
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*This template is provided for business owners to use during COVID-19 and does not constitute professional advice, all business decisions made are the responsibility of yourself as the business owner.*