

MY BIPLAN SYSTEM MONTHLY PLANNING AND REVIEW CHECKLIST

Ensure that all of the items in this checklist are reviewed at least monthly as part of your monthly planning and review process.

- All of our financial and operational data are kept up to date (at least monthly) and we can check at any time our profit, sales, expenses, cash flow and operational measures.
- Progress against our Business Improvement Plan is reviewed at least monthly as a part of our ongoing Strategic Planning review process.
- We calculate the level of stock or work in progress at the end of each month.
- We have a rigorous ongoing business planning review process which ensures that progress against our business goals and objectives across all aspects of the business are monitored on a regular (at least monthly) basis and that our business action plan and strategic plan are updated in a timely manner in the light of new challenges and opportunities.
- We have a set of key performance indicators that we use to understand and track operational performance. We regularly (at least monthly) measure and track the quality and the cost of the inputs to our production processes AND the quality of the outputs of our production processes in terms of unit costs, errors and defects rate, throughput, production utilisation. (Operations only)
- We prepare cashflow forecasts monthly to ensure that we have no surprises when there is a funding shortfall.
- We regularly (at least monthly) monitor and evaluate the market response to our marketing strategies, enabling us to evaluate the effectiveness of individual activities and the marketing plan as a whole on an ongoing basis and allowing us to make any adjustments needed to meet our goals.
- We regularly (at least monthly) monitor environmental impact and waste in all aspects of our business, and have a constant focus on finding ways to reduce it.
- We regularly (at least monthly) review and compare our customer acquisition costs and the ROI of our various marketing activities to ensure that we are maximising the overall return on our marketing spend.
- We review overhead expense trends against budgets on a monthly basis.
- We set annual and monthly gross profit goals and we assess our progress against those goals on a regular (at least monthly) basis.