ADMINISTRATION ROADMAP

KOKO Matrix

	COMPETENCY	COMPETENCY	PURPOSE/PASSION
	✓ or ✗	**1** BELOW COMPETENT **2** MODERATE COMPETENCY **3** ABOVE COMPETENT	**1** DISPASSIONATE **2** MODERATE **3** PASSIONATE
Workplace Health & Safety Compliance			
Business Structure			
Exit Strategy			
Asset Protection			
IP Ownership			
Position Descriptions			
Employee Contracts			
Partnership/Shareholder/Supplier agreements			
Roles & Expectations Defined			
Organisational Chart			
Succession Plan			
Outsource Service Agreements			
Product Development Process			
Privacy Policy			
Trading Terms & Conditions			
Conflict resolution practice			
Equity Share Agreements			
Distribution Model Documented			
Licence Agreements			
Funding Work Capital Agreements			
Tax Concessions/Grant Funding			
Training/Incentive Plan for Team			
Performance Review Process			
Marketing Fund Agreement			
Quality Assurance Process			
E-Commerce Policy			
Territory Allocation			
Leads & Referrals Allocation			
KPI's Documented			
Registrations Requirements			
Sale Ready			

NAME _____ COMPANY _____ DATE ___/___/___

TRIPLICATE FORM | **TOP COPY:** KOKO MATRIX | **YELLOW COPY:** FRANCHISEE/ TEAM PLAYER | **PINK COPY:** FRANCHISOR/ OWNER

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