

## Business Capability Assessment

Company Name: \_\_\_\_\_

Score: \_\_\_\_ / 50

Each requirement is marked at each step with either a tick or a cross depending on whether you have that specific requirement to that specific step. If you have a cross for one of the steps, then all the boxes beneath it will also be a cross. For example, you cannot have fully implemented a strategy without having documented the strategy in the first place.

At the end of the exercise, you will have placed a tick or cross in 50 boxes (10 wide multiplied by 5 deep). When you count the ticks, you have your score out of 50, and this gives you an indication of your business's current capability.

	Back Office	Operations				Strategy			Culture	
Business Requirement	Efficiency	Product	Source Clients	Conversion	Client Services	Decision Making	Alignment	Brand Asset	Purpose and Values	Effective Communication
Stellar Methodology	Functional Structure	Product Planning	Channels to Market	4 + 2 Steps	Expectations	Source Outcome	Vision	Positioning	DNA	Think, Feel, Know
Ask Yourself	Are roles and responsibilities clearly defined?	How clear and robust is your product?	How do you source your clients?	How effective are your sales meetings and conversion rates?	How well do you service your clients?	How well do you make decisions?	Are your team connected to a common vision?	How clear is your messaging to the market?	Do you have a clear purpose and values?	How successful is your communication?
<b>S1 Why</b> I have an idea of this for my business										
<b>S2 What</b> I have documented the why, what and how										
<b>S3 How</b> I have fully implemented my strategy										
<b>S4 Then</b> I have taken this to the next phase										
<b>S5 Integrate</b> It is integrated throughout my whole business										

For help or more information, please visit [www.stellarconsulting.com.au](http://www.stellarconsulting.com.au) or email us at [contact@stellarconsulting.com.au](mailto:contact@stellarconsulting.com.au).