

## Startup governance checklist

### Foundational documents

- > Values and culture statement
- > Budget
- > Role / position descriptions
- > Delegation of authority policy and schedule
- > Director (board) meeting schedule
- > Director (board) meeting agenda and minute templates
- > Record keeping systems including for director meetings
- > Top 10 risks documented (for example, business model viability, funding, execution, sales, people, WH&S, cyber, reputation, IP)
- > Risk appetite statement documenting agreed levels of risk against Top 10 risks
- > Risk and compliance management framework
- > Intellectual property strategy

### 'Idea' stage

- > Identified customer problem / need with some external validation
- > Business model based on clear vision, value proposition, underpinning assumptions etc

### 'Startup' stage

- > Minimal Viable Product (MVP) documented - features validated through external evidence
- > A business plan including:
  - Market size confirmation (including early adopters)
  - Market entry and growth strategy
  - Revenue model
- > Investor strategy and reporting template

### 'Scaleup' stage

- > Transitioned from MVP to market ready product
- > Financial report template aligned with business plan metrics
- > Operational report template aligned with business plan metrics (customer acquisition, sales, people etc)
- > Business model maturity report (based on staged progression)
- > People and culture plan (performance, remuneration, succession, founder coachability, org structure)

### Grown up

- > Matured versions of the above documents
- > Board charter and composition matrix