

## Business Inventory Checklist

### **Preparations**

- \_\_\_\_\_ Prepare to make this a priority & work the inventory into your to do list
- \_\_\_\_\_ Bring in all team members and explain the need for the inventory
- \_\_\_\_\_ Select team to work on the inventory & prepare the report

### **Communication and Marketing**

- \_\_\_\_\_ Develop a regular line of communication to your team
- \_\_\_\_\_ Update or develop a website for your business
- \_\_\_\_\_ Keep information current
- \_\_\_\_\_ Alert the media! Tell your business' story
- \_\_\_\_\_ Develop powerful marketing tools as multiple media
- \_\_\_\_\_ Develop marketing plan and implement it

### **Scheduling and Training**

- \_\_\_\_\_ Review the current staff schedule and review the increase needs
- \_\_\_\_\_ Communicate schedule changes leave time for staff to arrange for childcare/school
- \_\_\_\_\_ Cross train all staff for intermittent increase workload
- \_\_\_\_\_ Review all work plans and be prepared to readjust
- \_\_\_\_\_ Review organizational chart to make adjustments in staffing
- \_\_\_\_\_ Be sure to train staff in disaster recovery programs
- \_\_\_\_\_ Prepare and implement a customer service program (all businesses need this!)
- \_\_\_\_\_ Contact Workers Compensation Insurance to discuss increase in staff

### **Business Infrastructure**

- \_\_\_\_\_ Update your business plan
  - \_\_\_\_\_ Check with suppliers for turn-around times
  - \_\_\_\_\_ Investigate new vendors and supplies
  - \_\_\_\_\_ Examine your transportation system
  - \_\_\_\_\_ Examine your physical location for:
    - The ability to expand at the present location
    - Make repairs or updates before expansion
    - Know the limits of your physical infrastructure
  - \_\_\_\_\_ Physical inventory of your equipment, including office and computers
  - \_\_\_\_\_ Purchase additional equipment and computers
  - \_\_\_\_\_ Understand the impact of growth on your business and its infrastructure
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**Business Infrastructure (continued)**

- \_\_\_\_\_ Examine your skill needs for your staff (new talent may be found in new residents)
- \_\_\_\_\_ Understand the new management challenges for increased growth
- \_\_\_\_\_ Plan your growth, understand limitations and know how to increase and control growth
- \_\_\_\_\_ Examine your disaster recovery plan, practice with new staff
- \_\_\_\_\_ Determine if you will need bilingual services to accommodate new growth
- \_\_\_\_\_ Complete a SWOT analysis (after the inventory is completed)
- \_\_\_\_\_ Complete the TCEDA Business Assessment Tool

**Fiscal Needs**

- \_\_\_\_\_ Contact your banking professional to discuss your current financial situation
- \_\_\_\_\_ Make arrangements for increased credit lines or lending opportunities
- \_\_\_\_\_ What impact will new growth have on your financial situation
- \_\_\_\_\_ Prepare financial reports that estimate your growth for the future

**Relationships & Collaborations**

- \_\_\_\_\_ Find a peer to have as a mentor or support system
- \_\_\_\_\_ Know your completion and build a collaborative relationship for growth
- \_\_\_\_\_ Build synergies and clustering with others in your community
- \_\_\_\_\_ Participate in your community's preparedness inventory

**IT Needs**

- \_\_\_\_\_ Contact your IT department or IT resource to analyze your current situation
- \_\_\_\_\_ Discuss the needs and increase your IT systems
- \_\_\_\_\_ Purchase new equipment and install
- \_\_\_\_\_ Train staff on using new equipment

**Safety and Security**

- \_\_\_\_\_ Implement safety measures for all accounting and sales procedures
- \_\_\_\_\_ Develop and implement a disaster recovery program
- \_\_\_\_\_ Develop an employee check in system and a supervisor who knows where everyone is
- \_\_\_\_\_ Keep records under secured measures
- \_\_\_\_\_ Develop a guest sign in register for visitors to your business

**Wrap Up & New Beginnings**

- \_\_\_\_\_ Communicate and update on plan progress
- \_\_\_\_\_ Celebrate all milestones, especially when the planning is finished
- \_\_\_\_\_ Continue to plan for the future with regular strategic planning (TCEDA and BH)
- \_\_\_\_\_ Count on your staff and regional partners to help you through the process
- \_\_\_\_\_ Communicate your positive community program with all who come
- \_\_\_\_\_ Look at the new residents and businesses as long lost friends who have found home
- \_\_\_\_\_ Communicate this information

No matter what—we are moving forward to a new Northwest Illinois. You can be a part of this excitement by preparing for the future, today.

Join the regional planning as we welcome new friends, businesses, and jobs to Northwest Illinois. Let us celebrate! Invest in Northwest begins today!

For additional assistance in preparing your community for the future, please contact:

Tri-County Economic Development Alliance, Inc. (TCEDA)

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Need more help? If you are in the TCEDA region, please call us at: 815-273-1153

