

THE OPS SYSTEM READINESS WORKBOOK

A guided worksheet pack to help you assess and engineer your internal operations before hiring leadership.



This isn't just a checklist — it's a transformation starter.

Use this workbook to identify gaps, document your systems, and build the operational infrastructure your future team can rely on.



1. CHAOS INVENTORY

Identify where operations are breaking down.

List 3 recurring frustrations that eat your time, slow your team, or delay growth.

1. _____
2. _____
3. _____

Examples:

- I have to review every task before it goes out
- Projects stall because no one knows who's responsible
- There's no single place to track work or results



2 OPS VISIBILITY MAP

For each key function, document whether it's visible, trackable, and delegated.

Function	Clear Owner?	Trackable Progress?	Documented Process?	Notes

Example:

Function	Clear Owner?	Trackable Progress?	Documented Process?	Notes
Lead Follow-Up	No	No	No	Everything runs through me
Onboarding	Yes	Partially	Yes	Need clearer handoff
Weekly Tasks	Yes	Yes	Yes	Solid process

In visible

3. ROLE & RESPONSIBILITY CLARITY

Break out your org chart (even if it's just 3 people). For each person:

- Name / Role: _____

- Key responsibilities (3 max): _____

- What they fully own: _____

- What still defaults to you: _____



4. SYSTEM GAPS & FIXES

What are 3 areas where you lack structure?
And what's your next step to fix them?

Area	Current Challenge	Quick Fix or Next Step

Example:

Area	Current Challenge	Quick Fix or Next Step
Task Management	No centralized system	Migrate to DevStride and train team
Delegation	Everyone still asks me what to do	Create SOPs for top 5 tasks
Metrics	Can't see who's behind or ahead	Build a simple progress dashboard



5. WHEN YOU'LL BE COO-READY

Use this simple readiness scale:

Ops Element	Status (Red / Yellow / Green)
SOPs in place & current	
Team roles documented	
Tools used consistently	
Metrics visible weekly	
Issues solved without you	

If more than 3 are yellow or red — fix the system before you bring in leadership.



WRAP UP:

If you're ready to take the next step, but want a partner to help you get there, schedule a meeting with us.

We'd love to help.

SCAN HERE



[Schedule a free discovery session with WOWSuccessTeam](#)

