

FREE RESOURCE FROM AKKITS.IN

The Organizational Process Audit Template

Identify where your business is losing time, clarity, and money - in under 2 hours.

Who this is for:

Founders, Operations Leads, and Team Managers at growing organizations (10–200 people) who feel execution slipping but can't pinpoint exactly where.

What you'll get:

- ◆ A structured audit across 6 operational dimensions
- ◆ A scoring system to prioritize which problems to fix first
- ◆ A clear action plan template to share with your team
- ◆ The same diagnostic framework Akkits uses with clients

How to Use This Template

Set aside 90 minutes with your leadership team. Go through each section honestly. Score each area 1–5. Add up your total. Use the score guide at the end to know your next step.

Score	What It Means	Priority
1	Completely broken — causes daily friction	Critical
2	Major gaps — slows execution significantly	High
3	Functional but inconsistent	Medium
4	Works well — minor improvements possible	Low
5	Best-in-class — document and protect this	Maintain

01. Process Clarity

Are your workflows documented and followed consistently?

Area	Score (1-5)	Notes / Evidence
Core workflows are documented and accessible to all team members	__/5	
New team members can onboard without relying on a specific person	__/5	
Processes are reviewed and updated at least once a year	__/5	
There is clear ownership for each key process	__/5	
Exceptions and edge cases are handled consistently	__/5	
Section Total	__/25	

Key observation for this section:

02. Decision Making

Can decisions be made without bottlenecking at leadership?

Area	Score (1-5)	Notes / Evidence
Decision authority is clearly defined across levels	__/5	
Teams can make day-to-day decisions independently	__/5	
There is a clear escalation path for complex decisions	__/5	
Decisions are recorded with rationale	__/5	
Decision-making speed is adequate for business needs	__/5	
Section Total	__/25	

Key observation for this section:

03. Documentation & Knowledge

Is critical knowledge accessible or locked in people?

Area	Score (1-5)	Notes / Evidence
Key processes exist in written, structured form	__/5	
Documentation is searchable and centrally stored	__/5	
Institutional knowledge is not held by single individuals	__/5	
Templates exist for recurring tasks and communication	__/5	
Documentation is maintained and not out of date	__/5	
Section Total	__/25	

Key observation for this section:

04. Team Coordination

Do people know what others are doing and why?

Area	Score (1-5)	Notes / Evidence
Team goals are aligned across departments	__/5	
Meeting structures are efficient and purposeful	__/5	
There is clear visibility of who owns what	__/5	
Handoffs between teams are smooth and low-frictions	__/5	
Conflict resolution pathways are understood	__/5	
Section Total	__/25	

Key observation for this section:

05. Systems & Tools

Are your tools working for your team, or against them?

Area	Score (1-5)	Notes / Evidence
The tech stack is appropriate for team size and needs	__/5	
Tools are integrated — no manual re-entry of data	__/5	
People know how and when to use each tool	__/5	
There is no critical tool that only one person knows	__/5	
Tools are audited for overlap or redundancy	__/5	
Section Total	__/25	

Key observation for this section:

06. Growth Readiness

Can your operations handle 2x growth without breaking?

Area	Score (1-5)	Notes / Evidence
Core processes can scale without redesign	__/5	
Hiring and onboarding is standardized	__/5	
Reporting and metrics are automated	__/5	
There is a clear operational roadmap	__/5	
Leadership time is spent on strategy, not firefighting	__/5	
Section Total	__/25	

Key observation for this section:

Your Score Summary

Section	Score /25	Priority Level
01 - Process Clarity	__/25	
02 - Decision Making	__/25	
03 - Documentation & Knowledge	__/25	
04 - Team Coordination	__/25	
05 - Systems & Tools	__/25	
06 - Growth Readiness	__/25	
TOTAL SCORE	__/150	

What Your Score Means

Score Range	Diagnosis	Recommended Next Step
120–150	Operationally mature - optimise and protect	Document best practices, focus on scale
90–119	Functional but fragile - ready to strengthen	Pick 2-3 weak sections and build systems
60–89	Growing pains - structure needed urgently	Engage Akkits for a targeted engagement
Below 60	Structural crisis - risk to growth	Book a diagnostic call with Akkits immediately

Ready to fix what the audit revealed?

Akkits helps founder-led businesses design the operational systems that make growth sustainable.

Book a Free 30-min Diagnostic Call akkits.in | WhatsApp: +91 93088 84460

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