



Operations Audit Scorecard

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Opsly Operations Audit

Assess the health of your operations and uncover where structure, rhythm, and clarity are needed most.

Most founders and leaders are buried in the day-to-day, working in the business instead of on it.

The Opsly Operations Audit helps you step back, gain perspective, and identify the areas holding your business back from scaling smoothly and sustainably.

This is your chance to see what’s working, what’s missing, and where to focus next.

Get clarity on how your business truly runs.

Running a business can feel like spinning plates, you’re across everything, but never sure which one will fall next. The problem usually isn’t effort; it’s structure.

- This quick, practical scorecard helps you:
- Identify where your operations are strong
 - Highlight gaps and blind spots
 - Pinpoint where structure, rhythm, and clarity are missing
 - See where Opsly can help you stabilise, streamline, and scale

Each section covers a key operational pillar, from clarity and communication to scalability and risk.

Read each statement carefully and rate how true it is for your business:

Score	Meaning
1	Not at all true
2	Rarely True
2	Sometimes True
4	Often True
5	Completely True

Think of this as your first step toward clarity.

Once you’ve completed the audit, you’ll know exactly where to focus, and where Opsly can help you build momentum.

It’s important to answer honestly and truthfully, because only once you recognise the need for change can real progress begin.

“You can’t make great decisions without confronting the brutal facts of reality” - Jim Collins

How To Use This Audit

Step 1 - Complete Each Section

There are six pillars that form the foundation of an effective, scalable business:

1. Clarity & Direction
2. System & Processes
3. Accountability & Ownership
4. Communication & Rhythm
5. Data & Reporting
6. Scalability & Risk

Read each statement under every pillar and tick the number that best represents your current situation.

Be honest, this audit works best when you assess things they are, not as you'd like them to be.

Step 2 - Calculate Your Scores

At the end of each pillar, total your points out of **25**. When all sections are complete, add the totals together for your overall score out of **150**.

Step 3 - Review Your Results

Once tallied, use your final score to understand which stage your operations are in – from firefighting to performance.

Your score will reveal where structure is strong, where systems are missing, and where Opsly can help you bring rhythm and clarity to your business.

Step 4 – Turn Insight Into Action

Awareness is the first step to progress.

Once you've identified the areas that need strengthening, focus your energy on the sections with the lowest scores, those are where improvement will create the biggest impact.

Audit Sections

The first three pillars of operational health focus on direction, structure, and accountability.

These are the foundations of every high-performing business, ensuring the team knows where it's heading, how work gets done, and who owns each outcome.

Use this section to assess how clearly your business is guided, how well your systems support performance, and how consistently accountability is upheld across the team.

1 – Clarity & Direction	1	2	3	4	5
Our goals are clearly defined and shared with the team					
Every team member knows what success looks like each week					
We review progress regularly and adjust priorities quickly					
Roles and responsibilities are clear and documented					
Leadership communicates strategy effectively					

2 – Systems & Process	1	2	3	4	5
We have documented systems for key business functions					
Our tools and platforms are used consistently					
Processes are followed without constant reminders					
New hires can onboard easily with minimal guidance					
Bottlenecks are rare and quickly resolved					

3 – Accountability & Ownership	1	2	3	4	5
Everyone understands their responsibilities and KPIs					
People take ownership of results, not just tasks					
We follow through on commitments and deadlines					
Underperformance is addressed quickly and fairly					
Decisions are made by the right people, not bottlenecked					

“You do not rise to the level of your goals, you fall to the level of your systems.” – James Clear

Audit Sections

The next three pillars look deeper into communication, visibility, and scalability – the elements that determine how smoothly your business runs day to day and how ready it is to grow.

Strong rhythm keeps teams aligned, data brings clarity to decision-making, and scalable systems ensure growth doesn't create chaos.

Use this section to evaluate how effectively your business connects, measures, and prepares for what's next.

4 – Communication & Rhythm	1	2	3	4	5
We have a consistent meeting rhythm that adds value.					
Information flows clearly between teams.					
Communication channels are clear (no noise or overlap).					
Feedback loops are regular and constructive.					
Leadership maintains visibility without micromanaging.					

5 – Data & Reporting	1	2	3	4	5
We track key metrics weekly or monthly.					
I can see the health of the business at a glance.					
Data drives our decisions, not gut instinct.					
Reports are shared and discussed regularly.					
We measure both performance and progress.					

6 – Scalability & Risk	1	2	3	4	5
Our systems can handle growth without breaking.					
The business could run smoothly without me for 4+ weeks.					
We've identified and mitigated key operational risks.					
We proactively plan for resource and capacity needs.					
We have redundancy or backups for critical roles.					

“The ability to change direction is essential to staying on course.” – Simon Sinek

How To Use This Audit

Tally Your Score

Use the table below to total your results from each section.

Pillar	Score (out of 25)
Clarity & Direction	
Systems & Processes	
Accountability & Ownership	
Data & Reporting	
Scalability & Risk	
TOTAL (out of 150)	

What Your Score Means

Total Score	Zone	Meaning
0-60	Firefighting Zone	Operations rely heavily on you. Constant reactivity, limited systems, and high stress. Immediate structure required.
61-100	Foundation Zone	Some systems exist, but gaps in rhythm and accountability limit growth. A solid base to build on.
101-130	Growth Zone	Clear structure and progress. Ready to refine processes and scale with confidence.
131-150	Performance Zone	Strong, systemised operations. Focus now on optimisation, automation, and long-term sustainability.

Turning Insight Into Action

Clarity comes from reflection, but growth comes from action.

Use this audit as your blueprint to focus your time, effort, and leadership where it matters most.

If your score shows there’s room to improve, Opsly can help you:

- Design structure that supports scale
- Build systems that give you back time
- Create rhythm and accountability across your team

Let’s Build Momentum Together

Book a complimentary 30-minute review session to discuss your audit results and explore how we can help bring clarity, rhythm, and structure to your business.

Book Your Free Session at
www.opsly.com.au or hello@opsly.com.au

