

- 1 Name the person accountable for each function.
- 2 Ask the four questions at the bottom of the page re: whose name(s) you listed for each function.
- 3 List Key Performance Indicators (KPIs) for each function.
- 4 Take your Profit and Loss (P/L), Balance Sheet (B/S), and Cash Flow accounting statements and assign a person to each line item, then derive appropriate Results/Outcomes for each function.

Functions	1	Person Accountable	3	Leading Indicators (Key Performance Indicators)	4	Results/Outcomes (P/L or B/S Items)

**2** Identify: 1. More than 1 Person in a Seat; 2. Person in more than 1 seat; 3. Empty seats; 4. Enthusiastically Rehire?