

CEO EXECUTION & MONITORING AUDIT

A structured assessment of your KPI framework and your weekly, monthly and quarterly operating rhythms.

1 Poor — not in place

3 Inconsistent — partial

5 Strong — embedded

SECTION 1

— KPI FRAMEWORK

Do you have the right measures in place to track what actually matters in your business?

SECTION 1 — KPI FRAMEWORK

1 Poor — not in place

3 Inconsistent — partial

5 Strong — embedded

QUESTION

SCORE (circle one)

1. We have a defined set of KPIs that directly reflect our strategic priorities

1

2

3

4

5

2. KPIs are clearly owned — each metric has a named accountable person

1

2

3

4

5

3. Leading and lagging indicators are both tracked across the business

1

2

3

4

5

4. Our KPIs are visible and regularly reviewed at the leadership level

1

2

3

4

5

5. We update or retire KPIs when business priorities shift

1

2

3

4

5

SECTION SCORE: _____ / 25

SECTION 2

— WEEKLY RHYTHM

Is your weekly operating cadence keeping the team focused, aligned and moving forward?

SECTION 2 — WEEKLY RHYTHM

1 Poor — not in place

3 Inconsistent — partial

5 Strong — embedded

QUESTION

SCORE (circle one)

1. We have a consistent weekly team meeting or stand-up with a structured agenda

1 2 3 4 5

2. Weekly priorities are set and communicated clearly at the start of each week

1 2 3 4 5

3. Blockers and risks are surfaced and addressed quickly — not left to fester

1 2 3 4 5

4. Progress against weekly commitments is tracked and discussed honestly

1 2 3 4 5

5. Leaders are visible and accessible to the team on a regular weekly basis

1 2 3 4 5

SECTION SCORE: _____ / 25

SECTION 3

— MONTHLY REVIEW

Are you conducting meaningful monthly reviews that keep you informed and in control?

SECTION 3 — MONTHLY REVIEW

1 Poor — not in place

3 Inconsistent — partial

5 Strong — embedded

QUESTION	SCORE (circle one)
1. Monthly performance results are reviewed in a structured and timely way	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
2. Financial results are reviewed against budget with clear variance explanations	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
3. We identify and document wins, issues, and lessons each month	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
4. Monthly reviews generate clear priorities and actions for the month ahead	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
5. Key stakeholders (owners, board, advisors) are updated on monthly results	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

SECTION SCORE: _____ / 25

SECTION 4

— QUARTERLY PLANNING

How well are you using quarterly cycles to reset, refocus and drive strategic momentum?

SECTION 4 — QUARTERLY PLANNING

1 Poor — not in place

3 Inconsistent — partial

5 Strong — embedded

QUESTION	SCORE (circle one)				
1. We conduct a formal quarterly business review against strategic goals	1	2	3	4	5
2. Quarterly OKRs or 90-day priorities are set and communicated to the team	1	2	3	4	5
3. We conduct a structured reflection on what worked, what didn't, and why	1	2	3	4	5
4. Resource and budget decisions are reviewed and adjusted each quarter	1	2	3	4	5
5. Our quarterly planning process feeds directly into the next quarter's priorities	1	2	3	4	5

SECTION SCORE: _____ / 25

AUDIT RESULTS

0 – 40

EXECUTION AT RISK

No reliable operating cadence. Decisions are reactive, visibility is low. Immediate structure needed.

41 – 60

INCONSISTENT EXECUTION

Some cadence exists but lacks discipline. Reporting is ad hoc and accountability is unclear.

61 – 80

STRONG OPERATING RHYTHM

Solid foundation. Sharpen KPI ownership, deepen review quality and improve follow-through.

81 – 100

HIGH-PERFORMANCE EXECUTION

Exceptional operating discipline. Focus on continuous improvement and sharing the model across teams.

TOTAL SCORE: ____ / 100 | KPI FRAMEWORK: ____ / 25 WEEKLY: ____ / 25 MONTHLY: ____ / 25 QUARTERLY: ____ / 25

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