



IGNITE: Building A Scalable Foundation Excellence Audit

Introduction:

Achieve business excellence with the Excellence Audit, inspired by IGNITE: Building a Scalable Foundation. Assess processes, identify strengths and improvements, and track outcomes for scalability. Download at <https://phillipmatthew.com/ignite/resources/> and track in Google Docs, Sheets, or paper.

Instructions:

- Complete Fields: Fill each section to assess processes, strengths, improvements, and review schedules. Review monthly.
- Track Progress: Use Google Forms, Sheets, Docs, Notion, or paper (see User Guide at <https://phillipmatthew.com/ignite/resources/>).
- Review with Mentor: Book a call with Phil at <https://phillipmatthew.com/book-a-call/> to refine trend strategies.

Business Process	Strength	Area For Improvement	Action To Enhance	Review Schedule	Mentor Feedback

Example: Customer service, Strong staff training, Slow response times, Implement Trello for task tracking, Monthly review (1st Monday), Book weekly call with Phil.