IGNITE: Building A Scalable Foundation: Team Builder Checklist

Introduction:

Build a cohesive team to achieve your business goals, with the Team Builder Checklist inspired by IGNITE: Build A Scalable Foundation. Set goals, identify staff needs, schedule review to align your team for scalable success. Download at https://phillipmatthew.com/ignite/resources and track in Google Docs, Sheets, or paper to stay ahead.

Instructions:

- Complete Fields: Fill each section to set goals and identify staff needs. Review quarterly for relevance.

- 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.

Key Business Goal	Assigned Staff Roles	Training Required	Team Review Schedule	Staff Review Schedule	Mentor Feedback

Example: Increase revenue by 20% by Q3 2025, Joe: Front of house, Joy: Barista, Ben: Back Office, Joy: Barista Course, Ben: Xero Training, Weekly Staff Meeting, Monthly 1:1 Reviews,