Key person protection: keep the business moving

Use this sheet to prepare a conversation with your appropriately qualified professionals. Write down the decision you want to make and what information is still missing.

01 Which tasks or relationships have no realistic backup today?

02 What would the business need to spend while replacing this person's contribution?

03 Which resources remain available after protecting normal working capital?

04 Who owns and receives any coverage, and have notice, consent and tax issues been reviewed?

05 What changes would cause us to revisit this plan?

LEAVE WITH AN AGREED NEXT STEP

Decision / information needed: _____

Person responsible: _____ Review date: _____

General education only. This is not individualized investment, tax, legal or insurance advice. No advisor relationship or introduction is created by using this sheet. Confirm the scope and responsibilities with each professional.