

Business Leadership Audit

Use this form to assess your organization's leadership clarity, alignment, and operational focus.

Each section includes space to write in your responses, or include support documentation.





SECTION 1

Organizational Spanoshop

1.1 Business Name: _____

1.2 Location(s): _____

1.3 Ownership Structure:

(Independent / Franchise / Partnership / Corporation)

1.4 Year Established: _____

1.5 Type of Business:

(Restaurant / Hotel / Spa / Other)

**1.6 Number of
Employees:**

**1.7 Number of
Locations:**

SECTION 2

Leadership Team

2.1 List Key Leaders (Name, Title/Role, Tenure, Responsibilities):

2.2 How often does leadership meet?

- Weekly Monthly Quarterly As Needed

2.3 Are roles and responsibilities clearly defined?

- Yes No

2.4 If no, which roles need better definition?

SECTION 3

Purpose and Principles

3.1 Mission Statement:

3.2 Vision Statement:

3.3 Core Values (List 3-5):

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3.4 Are these values shared with the team?

Yes No

3.5 Are they integrated into operations and training?

Yes No



SECTION 4

Goals & Objectives

4.1 Top 3 Strategic Goals (Next 12 Months):

4.2 Top 3 Operational Objectives (Next 90 Days):

4.3 Who sets goals?

3.5 Are they integrated into operations and training?

- Owner Leadership Team Department Leads

4.4 Are KPIs defined and tracked?

- Yes No

4.5 What tools/systems are used to track progress?

SECTION 5

SWOT Analysis

5.1 Strengths (What's working well?):

5.2 Weaknesses (What needs improvement?):

5.3 Opportunities (What growth or trends can you leverage?):

5.4 Threats (What internal/external risks exist?):

SECTION 6

Summary Insights

6.1 What are you most proud of as a leadership team?

6.2 What are your top leadership challenges?

6.3 What is your leadership team currently focused on?

6.4 What's not working or needs alignment?

6.5 Are all leaders aligned in purpose and direction?

- Yes No

6.6 If no, what areas require alignment?

SECTION 7

Front of House (FOH) Overview

7.1 Who is the FOH Leader?

7.2 What is the structure of the FOH team?

7.3 Top 3 strengths of FOH:

7.4 Top 3 challenges in FOH:

6.4 What's not working or needs alignment?

6.5 Are all leaders aligned in purpose and direction?

- Yes No

SECTION 8

Back of House (BOH) Overview

8.1 Who is the BOH Leader?

8.2 What is the structure of the BOH team?

8.3 Top 3 strengths of BOH:

8.4 Top 3 challenges in BOH:

8.5 How is food quality and safety managed?

8.6 Are BOH SOPs documented and followed?

Yes No

SECTION 9

Next Steps

9.1 What challenge would be most helpful to address right now?

Choose one.

- High team turnover and weak role accountability
- Inconsistent guest experience and low retention
- Operational chaos and lack of delegation systems
- High revenue - low profit
- Culinary inefficiencies and poor food/labor cost controls

9.2 Additional Comments or Needs:

P4

hospitality group



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