

# Management

Owners and key employees:

Resumes: (Use separate page for each resume)

Outside consultants and advisors:

Management Skills Matrix	Adequate Knowledge	Assistance Needed	Education Needed
Accounting & Taxes			
Planning			
Organizing			
Financial management			
People management			
Time management			
Sales			
Promotion			
Decision-making			
Cost control			
Personnel policies			
Pricing			

*Plan to compensate for areas where management skill is lacking.*