

### STEP-BY-STEP FINANCIAL PLANNING CHECKLIST

A checklist to ensure that all critical assumptions in a professional financial plan have been covered and gathered. It should lead to identify key parameters to which financial planning is most sensitive.

KEY STEPS	☑ ☒	😊 ☹	Comments
Register of Commerce & Previous financing			
Start BS and YTD revenues & cash			
Sanity check revenue model & customer validation			
Business segments and sales units forecasts			
Pricing (including discounts & terms for distributors)			
Cost of Sales -> Gross Margins			
OPEX Personnel Plan & Wages			
OPEX Product devpmt and R&D expenses			
OPEX Sales & Marketing expenses			
OPEX General & Admin expenses			
Assets vs Expenses CAPEX & DEPEX			
EBITDA -> EBIT			
EBIT -> Net Profit			
Accounts Payables & Payment Days			
Accounts Receivables & Collection Days			
Inventory & stock TO			
Cash Flow Planning Operating CF Investing CF FCF & Cum FCF			
Financing Strategy Financing CF			
Valuation & Exit strategy			
Captables			
Output Financial Statements PL+BS+CF+Overview with comments			
Sensitivity Analysis & Scenarios			
Ratios and stress test			