

MPC Framework Cheat Sheet

How to execute the MPC Framework (*Money, People, Capacity*) across the three stages — **Initial Review**, **Deep Dive**, and **Sustained Improvement** — from the book *Operations Launchpad* by Bradly Tabor.

☐ **Stage 1: Initial Review (Days 1-30)**

Goal: Stabilize. Document first impressions. Understand reality.

☐ **Money**

- Pause discretionary spending
- Get control of approvals (create purchase approval workflow)
- Request or build a cash flow statement
- Identify surprise expenses or legacy spending
- Determine who currently has financial authority

☐ **People**

- Conduct 1:1s with department heads
- Observe team culture, communication, and morale
- Assess the org chart (formal vs. actual influencers)
- Identify key people and weak links
- Document how decisions are being made

☐ **Capacity**

- Walk the floor and talk to frontline staff
 - Note workflow friction and equipment issues
 - Document SOPs and current process flow
 - Make a list of obvious bottlenecks
 - Hold off on buying equipment unless critical
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☐ **Stage 2: Deep Dive (Days 30-60)**

Goal: Understand processes, document everything, and refine.

☐ **Money**

- Document the full monthly close process
- Analyze P&L and Balance Sheet
- Assign responsibility for collections and spending
- Build an 8-13 week cash forecast
- Start using and reviewing KPIs regularly

☐ **People**

- Conduct 1:1s with front-line employees
- Create a draft PayScale chart (role-based pay clarity)
- Review and update HR policies and benefits
- Document attendance, vacation, and time-off systems
- Clarify role expectations and begin re-alignment if needed

☐ **Capacity**

- Begin implementing TimeScale (Supervisor-Hour/Day, PM-Week, GM-Month)
 - Perform a “clean sweep” (organize and clean all departments)
 - Assign maintenance ownership
 - Prioritize low-cost, high-impact improvements
 - Document preventative maintenance schedule
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☐ **Stage 3: Sustained Improvement (Days 60-100)**

Goal: Embed systems, develop people, and scale operations.

☐ **Money**

- Finalize a working budget
- Assign department budgets and review monthly
- Hire or train financial support (controller/bookkeeper if needed)

- Streamline invoice and collections process
- Set up recurring financial review cadence

☐ **People**

- Address underperformers or non-players
- Formalize onboarding and training programs
- Promote from within when possible
- Implement retention and succession strategies
- Evaluate leadership based on accountability metrics

☐ **Capacity**

- Perfect the product or service before scaling
- Launch continuous improvement (Lean, Kaizen, etc.)
- Improve scheduling and delivery communication
- Monitor capacity KPIs (OEE, throughput, lead time)
- Prep for growth: equipment, space, staffing

Ready to take control of your cash? Get the MPC™ 13-Week Cash Control System — the complete forecasting workbook and operating manual — at cash.operationslaunchpad.com