

# Operations Due Diligence Report

## Company Overview

**Company Name:** [Client Company]

**Date:** [MM/DD/YYYY]

**Prepared by:** [Consulting Firm Name]

## Executive Summary

This report presents the findings of the operational due diligence conducted for [Client Company]. The assessment covers key areas including organizational structure, supply chain, production, technology, and risk considerations.

## Scope & Objectives

- Assess efficiency and effectiveness of current operations
- Identify key operational risks and improvement opportunities
- Evaluate organizational structure and capabilities
- Benchmark performance against industry standards

## Key Findings

- Operational processes are generally aligned with industry standards but exhibit inefficiencies in supply chain management.
- Organizational structure supports current operations, with potential for improved cross-functional collaboration.
- Technology infrastructure is adequate but lacks integration across departments.
- Identified bottlenecks impact lead times and customer satisfaction.

## Operational Assessment

### Organizational Structure

Department	Headcount	Key Responsibilities
Operations	[#]	Production, Quality Control
Supply Chain	[#]	Procurement, Logistics
Technology	[#]	IT Support, Systems Integration

### Process Overview

- End-to-end process mapping completed for core operations.
- Identified duplication of efforts in procurement and inventory management.
- Recommended automation of routine workflows.

## Opportunities & Recommendations

- Streamline procurement process through digital solutions.
- Enhance cross-department communication practices.
- Invest in integrated ERP systems for better visibility and control.
- Establish KPIs to track operational efficiency and effectiveness.

## Risks & Mitigation

- Supply Chain Disruptions:** Develop contingency plans with key suppliers.

- **Technology Gaps:** Schedule phased system upgrades.
- **Compliance Issues:** Regular audit schedules and staff training.

## Appendices

- List of Interviewees
- Process Maps
- Data Analysis Summary