MotionOps

CONTRACTOR SCALER HUB · PLAN YOUR NEXT STAGE OF GROWTH

Next-Crew Readiness Checklist

For lesson 3 of the course. Answer every question yes, no or not sure, and write the evidence. "Not sure" counts as no until someone checks. There is no score: a single no in the wrong place is enough to wait.

1. Demand reliability

Question	Evidence to look at	Yes, no or not sure	What the evidence shows
Have the current crews been fully booked for at least the last two or three months, not just this month?	Crew-days billed vs. available, month by month		
Is the backlog of signed work long enough to keep another crew busy for its first months?	Weeks of signed work ahead		
Is that backlog the kind of work a new crew can do, not jobs only your best crew can handle?	Signed jobs by type		
Has the extra demand lasted through a slower season before?	Same months last year		

2. Supervision

Question	Evidence to look at	Yes, no or not sure	What the evidence shows
Is there a named person who will lead the new crew, and could they do it next month?	The crew leader readiness list		
If the lead comes from an existing crew, who leads that crew?	The org chart, with names		
Who does the new lead escalate to, and does that person have the hours?	Owner or operations lead's week		

3. Repeatable processes

Question	Evidence to look at	Yes, no or not sure	What the evidence shows
Is the handoff from sale to crew written down?	Job handoff checklist		
Does every crew use the same job checklist and daily report?	The last ten jobs' records		
Can the office schedule one more crew as easily as the crews you have now?	Who builds the schedule and how long it takes now		

4. Equipment

Question	Evidence to look at	Yes, no or not sure	What the evidence shows
Vehicle: bought, leased, or an existing one freed up?	A quote or a plan		
Tools and equipment the new crew needs, and which can be shared	A list, priced		
Insurance, licensing or bonding changes for another vehicle or more payroll	A call with your agent and accountant		

5. People

Question	Evidence to look at	Yes, no or not sure	What the evidence shows
Where will the crew members come from, and how long does hiring take for you?	Your last three hires		
Is there an onboarding plan with named trainers?	The 30-day plan		

6. Cash timing

Question	Evidence to look at	Yes, no or not sure	What the evidence shows
How much goes out before the new crew's first payment comes in?	The cash gap, below		
Does your 13-week cash flow stay above your floor with that added?	The forecast, with the new crew added		
What's the plan if the first jobs pay late?	A line of credit, or a smaller start, decided with your accountant		

7. The cash gap: count it before you hire

The new crew is paid every week from its first day. Its customers pay later: after a deposit, at progress milestones or at completion. A deposit at signing shortens the gap: count it as the first payment in line D. The same calculation is on the Cash gap tab of the Expansion Options Matrix.

Item	Example (made-up, three-person crew)	Your crew
A. Burdened labor cost per hour (wage plus taxes, insurance and benefits)	$38	
B. Hours per week, whole crew	120	
C. Weekly labor cost (A × B)	$4,560	
D. Weeks from first day to the first customer payment	5	
E. Labor paid before any customer payment (C × D)	$22,800	
F. Vehicle down payment, tools and setup	$9,000	
G. Materials bought before the first payment (widens the gap)	Not in the example	
Cash out before cash in (E + F + G)	**$31,800**	

- [ ] Added to the 13-week cash flow for the new crew's first two months
- [ ] The forecast stays above your floor. If it drops below, the answer is no, or the start has to be smaller
- [ ] Plan if the first jobs pay late, decided with your accountant: a line of credit or a smaller start

8. Summary, area by area

The tinted rows are the lesson's example: an electrical contractor with one crew of four, run by the owner. Demand and cash said go; supervision and process said not yet, so the second crew was delayed one quarter.

Area	Yes, no or not sure	What's missing
Example Demand	Yes	Backlog has held through the slower months
Example Supervision	No	The best electrician could lead, but has never run a job without the owner
Example Processes	No	Leads come in by phone and text to the owner; the schedule is in the owner's head
Example Equipment	Yes	A second van is priced
Example People	Not sure	No hire in two years; no idea how long it takes now
Example Cash	Yes	The forecast stays above the floor with the gap added
Demand		
Supervision		
Processes		
Equipment		
People		
Cash		

9. Open questions

For every no or not sure: the open question, the person who will answer it, and a date. This list is the real output of the checklist.

Open question	Area	Who answers	By when	Answer
Example How long does hiring take for us now?	People			

10. If the answer is not yet

"Not yet" doesn't mean turning work away. While you close the gaps:

- [ ] **Fill the current crews first,** with the capacity count from lesson 2
- [ ] **Raise prices or tighten the job mix,** which reduces the backlog without more crews
- [ ] **Use a trusted sub for overflow,** on jobs where you can check the quality
- [ ] **Test before you commit:** a smaller, time-limited version of the expansion (lesson 4)

DATE TO RUN THIS CHECKLIST AGAIN

WHO RUNS IT

What to review, and when

- [ ] The open questions: how many are answered, and which are still blocking
- [ ] Crew-days billed vs. available on the current crews, each month
- [ ] The cash forecast with the new crew added