

Small
Business
Friendly

Small Business Friendly Accelerator Action Plan

A Queensland Small Business Commissioner program

1 Step one: Reveal your blind spots

Objective: Know where you're starting from and where your organisation needs to focus for greatest impact.

#	What needs to be done?	Who is the lead?	Who needs to be involved?	By when?	Done



- ▶ This planner is to be used in conjunction with the Accelerator Guidebook
- ▶ The main self-support tool for this step is the Blindspot Assessment template

2 Step two: Share and engage

Objective: Share your commitments with the entire organisation and empower the team to help you fulfill them.

#	What needs to be done?	Who is the lead?	Who needs to be involved?	By when?	Done



- ▶ This planner is to be used in conjunction with the Accelerator Guidebook
- ▶ The main self-support tool for this step is the Engaging-Wider Framework

3 Step three: Do a stocktake

Objective: Assemble a cross-functional team and list the actions you're already doing, check alignment with your commitments, highlight any gaps for action, and promote what you're already doing.

#	What needs to be done?	Who is the lead?	Who needs to be involved?	By when?	Done



- ▶ This planner is to be used in conjunction with the Accelerator Guidebook
- ▶ The main self-support tool for this step is the Accelerator Improvements spreadsheet

4 Step four: Take action

Objective: Engage with internal teams and your customers to create, refine and prioritise your action plan then take action to start implementing your improvements.

#	What needs to be done?	Who is the lead?	Who needs to be involved?	By when?	Done



- ▶ This planner is to be used in conjunction with the Accelerator Guidebook
- ▶ The main self-support tool for this step is the Accelerator Improvements spreadsheet

5 Step five: Get involved

Objective: Be an active member of the SBF community by showcasing your achievements, sharing your experience and learning from other organisations.

#	What needs to be done?	Who is the lead?	Who needs to be involved?	By when?	Done

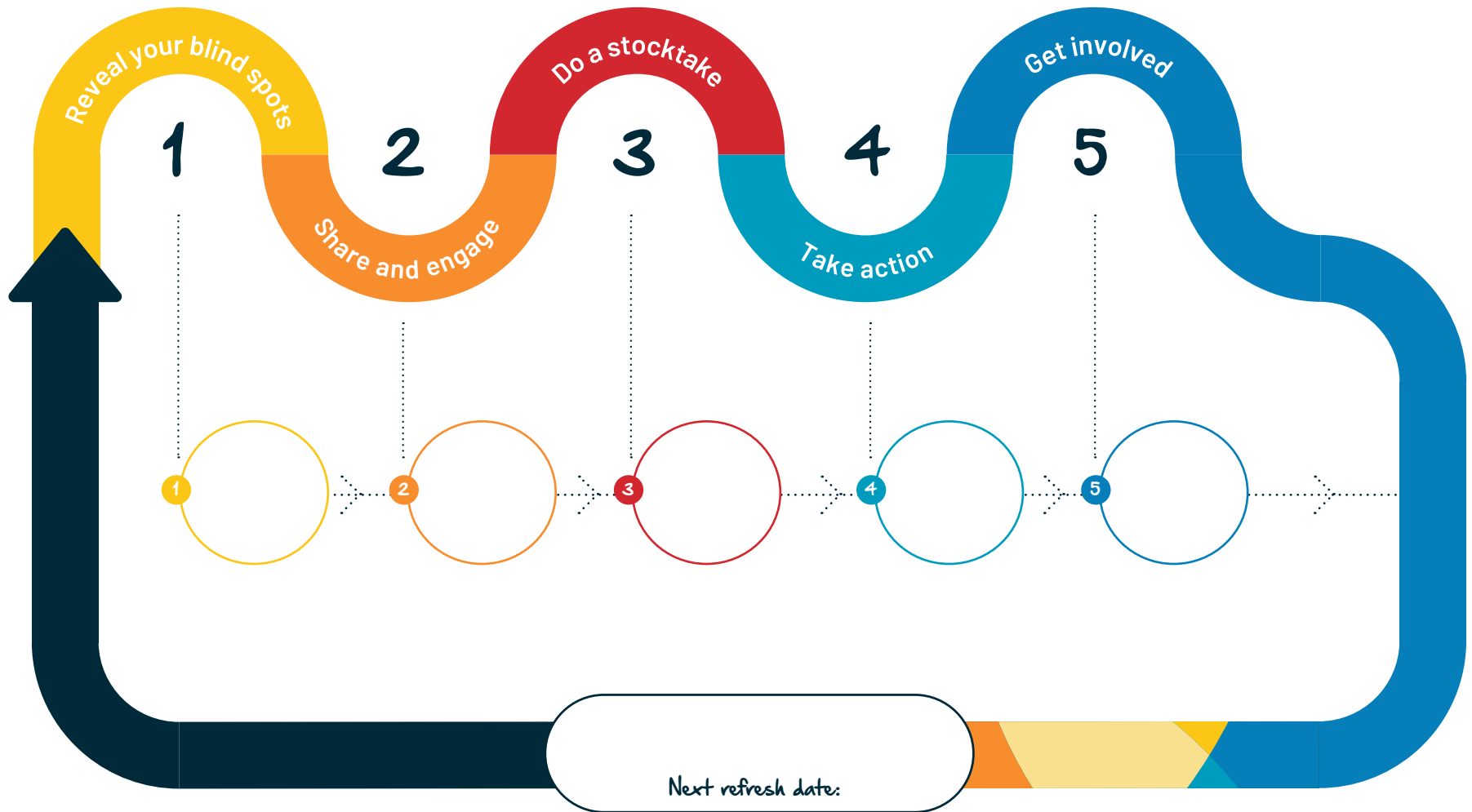


- ▶ This planner is to be used in conjunction with the Accelerator Guidebook
- ▶ The main self-support tool for this step is the Showcase template

Your key milestone dates

Copy the latest dates from each of the planner worksheets to the milestone summary below. This is a quick-reference tool that will help you keep track of your progress.

The Five-Step Approach to Being Small Business Friendly



- ▶ The SBF Program is a continuous cycle. Set a date to revisit and refresh the process
- ▶ Once complete, use this summary to share the overall plan with your key stakeholders



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