



**BurnBright Advisory**

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EXPOSURE INTELLIGENCE

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# Founder Dependency Toolkit™

*Mapping, Measuring and Reducing What Only You Can Do*

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| <b>Prepared for:</b> | [Client / Company Name]         |
| <b>Prepared by:</b>  | BurnBright Advisory             |
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| <b>Reference:</b>    | BBA-GROWTH-EXP-001              |
| <b>Format:</b>       | Executive Workbook (Word / PDF) |

## EXPOSURE LAYER

### Executive Summary

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The Founder Dependency Toolkit™ helps founders and executive teams see, measure and systematically reduce how much of the business runs through one person. It combines a dependency model, a risk assessment, an ownership map and a transfer-planning framework into a single executive workbook — the first step in converting founder-dependent growth into team-dependent, scalable growth.

*Estimated completion time: 90–120 minutes for the initial mapping; ongoing 20-minute quarterly reviews thereafter.*

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### Why It Matters

Founder dependency is the single most common ceiling on business growth. It is rarely visible to the founder themselves — the things only they can do feel normal because they have always done them. Left unaddressed, founder dependency caps valuation, prevents the founder from taking leave without the business stalling, and makes the business fragile to a single point of failure: the founder's availability, health, or attention.

#### The test that reveals dependency

Ask: “If I disappeared for four weeks with no contact, what would break in week one? Week two? Week four?” Most founders can answer this in under a minute — and the answer is usually more alarming than they expected.

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### Business Intelligence Framework

The Founder Dependency Model™ assesses dependency across five domains. Risk in one domain is manageable; risk compounding across three or more is the strongest predictor of a stalled exit, a failed delegation attempt, or a leadership crisis during founder absence.

1. Decision Dependency — how many significant decisions require the founder's direct sign-off
2. Relationship Dependency — how many key client, partner or investor relationships exist only through the founder
3. Knowledge Dependency — how much operational or strategic knowledge exists only in the founder's head
4. Operational Dependency — how many processes require the founder's direct involvement to function

5. Strategic Dependency — how much of the company's direction depends on the founder's ongoing personal attention
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## Interactive Elements

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### Dependency Warning Signs Checklist

Tick any that currently apply:

- ❖ Work routinely stalls or slows when the founder is unavailable for more than a day
- ❖ Key clients or partners ask for the founder by name rather than working with the team
- ❖ Major decisions wait for the founder even when someone else could reasonably make them
- ❖ No one else fully understands how a critical process or system actually works
- ❖ The founder has not taken two consecutive weeks of leave in the last 12 months

### Ownership Mapping

List the business's most critical functions and who currently owns each one in practice — not on the org chart, but in reality.

| Function                          | Who Really Owns This Today | Could Someone Else Own It Within 90 Days? |
|-----------------------------------|----------------------------|-------------------------------------------|
| [ e.g. Key client relationships ] | [ Name ]                   | [ Yes / Partially / No ]                  |
| [                      ]          |                            |                                           |
| [                      ]          |                            |                                           |
| [                      ]          |                            |                                           |
| [                      ]          |                            |                                           |

### Scalability Risk Assessment

Rate each domain from the Founder Dependency Model™ on a scale of 1 (no dependency) to 5 (total dependency):

| Domain              | Score (1-5) | Notes |
|---------------------|-------------|-------|
| Decision Dependency |             |       |

| Domain                  | Score (1-5) | Notes |
|-------------------------|-------------|-------|
| Relationship Dependency |             |       |
| Knowledge Dependency    |             |       |
| Operational Dependency  |             |       |
| Strategic Dependency    |             |       |

### Scoring guide

Total 5–12: Low dependency, monitor annually. 13–19: Moderate dependency, prioritise the Responsibility Transfer Planner™ this quarter. 20–25: Severe dependency — this is currently the single biggest risk to the business's continuity and valuation.

## Implementation Guide

### Immediate Actions — 30-Day Plan

- ❖ Complete the Ownership Mapping table above for the five most critical business functions
- ❖ Identify the single highest-scoring dependency domain and name one person who could begin absorbing it

### Short-Term Actions — 90-Day Plan

- ❖ Run the Responsibility Transfer Planner™ for the top two highest-risk functions identified above
- ❖ Document at least one piece of knowledge that currently exists only in the founder's head

### Long-Term Actions — 12-Month Integration Plan

- ❖ Re-run the full Scalability Risk Assessment quarterly and track the trend, not just the snapshot
- ❖ Set a concrete target: a specific number of consecutive days the founder can be unreachable without business impact, and work toward it deliberately

## Executive Dashboard Metrics

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This toolkit is the primary driver of the Founder Dependency metric, and meaningfully contributes to Growth Readiness and Organisational Resilience.

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## AI Coach Integration

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### Executive reflection prompt

“Here is my completed Scalability Risk Assessment: [paste scores]. Which domain represents the single biggest risk to my business if I were unavailable for a month, and why?”

### Delegation recommendation prompt

“Based on my Ownership Mapping table, suggest a realistic 90-day transfer plan for the function with the highest dependency score.”

### Leadership development suggestion

Pairs with the BurnBright Advisory “Building a Business That Doesn't Need You” half-day workshop.

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## Related Resources — Learning Pathway

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→ Next: Founder Dependency Index™ (deeper, scored diagnostic with benchmark percentile)

Also related: Responsibility Transfer Planner™, Decision Rights Matrix™, Leadership Succession Toolkit™

— End of Founder Dependency Toolkit™ —