Bluebird Partners

Private Equity Operator: The First 30 Days After Acquisition Checklist

Get control after close **without** chasing updates, guessing who owns what, or waiting for finance problems to surface.

INSTRUCTIONS

Use this checklist during the first 30 days after acquisition. The goal is to quickly identify what needs attention across cash, reporting, ownership, forecasting, KPIs, and operating rhythm.

This is not meant to replace diligence. It is meant to help you see what actually happens once the company is operating under new ownership. Use this checklist to:

1. Create visibility
2. Assign ownership
3. Spot risks early
4. Build a clean reporting rhythm
5. Keep management focused on the right priorities

1. Confirm Who Owns The Numbers

Identify the person responsible for each area:

Area	Owner	Backup Owner	Notes
Monthly reporting	[Name]	[Name]	[Notes]
Cash visibility	[Name]	[Name]	[Notes]
KPI reporting	[Name]	[Name]	[Notes]
Board / investor updates	[Name]	[Name]	[Notes]
Payroll	[Name]	[Name]	[Notes]
Vendor payments	[Name]	[Name]	[Notes]

Operator Question:
Does every critical finance workflow have one clear owner?

2. Get Current Cash Visibility

Confirm the company can answer:

1. Current cash balance
2. Expected collections
3. Payroll obligations
4. Vendor payments
5. Debt / lender obligations
6. Tax obligations
7. Upcoming large expenses
8. 30–60 day cash risk

Red Flag:
The team knows today's bank balance but cannot explain what cash looks like over the next several weeks.

3. Review The Current Reporting Package

Collect the current:

1. Monthly financials
2. KPI dashboard
3. Forecast
4. Budget
5. Cash report
6. Board / investor update
7. Revenue report
8. Margin report

Operator Question:
Are these reports trusted, timely, and actually used to make decisions?

4. Identify Critical Spreadsheets

List the spreadsheets that run the business.

Spreadsheet	Purpose	Owner	Risk Level
Forecast model	[Purpose]	[Name]	High/Medium /Low
Cash tracker	[Purpose]	[Name]	High/Medium /Low
Revenue report	[Purpose]	[Name]	High/Medium /Low
KPI tracker	[Purpose]	[Name]	High/Medium /Low
Board deck support	[Purpose]	[Name]	High/Medium /Low

Red Flag:
One person understands the spreadsheet, but nobody else knows how it works.

5. Establish A Weekly Management Rhythm

Set a weekly review covering:

1. Cash position
2. Reporting status
3. KPI movement
4. Forecast changes
5. Open risks
6. Blockers
7. Decisions needed
8. Next week's priorities

Red Flag:
Does the management team have one consistent weekly operating rhythm?

6. Clarify First 30-Day Priorities

Pick the top 3–5 priorities.

Priority	Owner	Due Date	Status
[Priority 1]	[Name]	[Date]	On Track/At Risk/Stuck
[Priority 2]	[Name]	[Date]	On Track/At Risk/Stuck
[Priority 3]	[Name]	[Date]	On Track/At Risk/Stuck

Red Flag:
Everyone is busy, but nobody agrees on what matters first.

7. Surface Known Risks Early

Ask management:

1. What reporting issues already exist?
2. What numbers are hard to trust?
3. What cash risks are coming?
4. What processes are too manual?
5. What depends on one person?
6. What has been delayed?
7. What did diligence not fully reveal?

Operator Question:
What could become expensive if ignored for another 30 days?

Why This Is Important

The first 30 days after acquisition set the tone.
If cash visibility is unclear, reporting is slow, ownership is fuzzy, and priorities are scattered, the company starts drifting before anyone notices.
This checklist helps private equity operators move from assumption to control.

The goal is simple:
Get clear on what is working, what is risky, and what needs attention before small gaps become expensive cleanup.

Book a 15-Minute Strategy Conversation

We'll help you identify where cash visibility, reporting, ownership, or post-close operating rhythm may be breaking down inside your portfolio company.

https://bluebird-partners.com