

THE ULTIMATE CHECKLIST FOR YOUR EXCEL MODELS

- Do you have a written documentation of your workflow?
- Do you use hard-coded values in your calculations?
- Have you tested your model?
- Have you let someone else test your model?
- Have you tested your model using extreme values?
- Do you have a ZIC - who knows how to operate your model?
- Have you had your model audited?
- Are you using colour codes in your models?
- Are your models well structured?
- Do you have a separate sheet for assumptions and parameters?
- Do you have user-interfaces to avoid user errors?
- Do you use macros to automate your work as much as possible?
- Do you have check-sums in place on every sheet?
- Do you have an overarching check-sum for your workbook?
- Do you know what an Error is costing you?
- Do you capture user-errors on entry?
- Do you use user-interfaces to optimise maintenance?
- Is your back-up up-to-date?
- Does your quote template protect your margins?
- Have you trained someone else to use your model?
- Is your model scalable?
- Are the calculations in your model accurate?
- Is the person that developed your model still available for support?
- Do you enjoy working with the model?
- Is it user-friendly?
- Do you trust the results of your model?

Functionality is no coincidence