

# Tax Ready Bookkeeping

## Implementation Tracker

Tax Ready Bookkeeping | [projectbits.com/taxready](http://projectbits.com/taxready)

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### Overview

This tracker helps you monitor your Tax Ready implementation from start to finish. Update it weekly to maintain visibility into progress, issues, and achievements.

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### Implementation Summary

Field	Value
<b>Organization</b>	
<b>Implementation Lead</b>	
<b>Start Date</b>	
<b>Target Completion</b>	
<b>Implementation Type</b>	DIY / Guided / Hybrid
<b>Starting Score</b>	/100
<b>Target Score</b>	/100 (80+ for Tax Ready)

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### Score Tracking Dashboard

#### Overall Progress

Date	Score	Zone	Change
Start:		[OK][WARN][WARN][ERR]	Baseline
Week 4:		[OK][WARN][WARN][ERR]	+/-
Week 8:		[OK][WARN][WARN][ERR]	+/-
Week 12:		[OK][WARN][WARN][ERR]	+/-

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## Category Progress

Category	Start	Wk 2	Wk 4	Wk 6	Wk 8	Wk 10	Wk 12
1. Engagement & Access							
2. File Setup							
3. Banking & Recon							
4. Sales & AR							
5. Expenses & AP							
6. Tax Compliance							
7. Documentation							
8. Financial Statements							
9. Controls							
<b>Overall</b>							

## Phase Tracking

### Phase 1: Foundation (Weeks 1-4)

**Target:** Score 55 65

Milestone	Target Week	Completed	Notes
1.1 Secure Access	1		
1.2 COA Cleaned	2		
1.3 Vendor Foundation	3		
1.4 Banking Current	4		

**Phase 1 Status:** Not Started | In Progress | Complete

**Phase 1 Score:** . . . . (Target: 65)

### Phase 2: Stabilization (Weeks 5-8)

**Target:** Score 65 75

Milestone	Target Week	Completed	Notes
2.1 Documentation Live	5		
2.2 AR Clean	6		
2.3 AP Clean	7		
2.4 Statements Accurate	8		

**Phase 2 Status:** Not Started | In Progress | Complete

**Phase 2 Score:** . . . . (Target: 75)

**Phase 3: Optimization (Weeks 9-12)**

**Target:** Score 75 80+

Milestone	Target Week	Completed	Notes
3.1 Controls Implemented	9		
3.2 Tax Compliant	10		
3.3 Processes Documented	11		
3.4 Tax Ready Achieved	12		

**Phase 3 Status:** Not Started | In Progress | Complete

**Phase 3 Score:** .... (Target: 80+)

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**Weekly Status Reports**

**Week 1**

**Date:** ....

Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	
Current Score	

**Accomplishments:** 1. 2. 3.

**Issues/Blockers:** 1. 2.

**Next Week Focus:** 1. 2.

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**Week 2**

**Date:** ....

Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	
Current Score	

**Accomplishments:** 1. 2. 3.

**Issues/Blockers:** 1. 2.

**Next Week Focus:** 1. 2.

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**Week 3**

**Date:** ....

Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	
Current Score	

**Accomplishments:** 1. 2. 3.

**Issues/Blockers:** 1. 2.

**Next Week Focus:** 1. 2.

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**Week 4**

**Date:** ....

Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	
Current Score	

**Accomplishments:** 1. 2. 3.

**Issues/Blockers:** 1. 2.

**Phase 1 Complete?** Yes | No (continue next week)

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**Week 5**

**Date:** ....

Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	
Current Score	

**Accomplishments:** 1. 2. 3.

**Issues/Blockers:** 1. 2.

**Next Week Focus:** 1. 2.

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**Week 6**

**Date:** ....

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Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	
Current Score	

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**Accomplishments:** 1. 2. 3.

**Issues/Blockers:** 1. 2.

**Next Week Focus:** 1. 2.

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**Week 7**

**Date:** ....

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Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	
Current Score	

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**Accomplishments:** 1. 2. 3.

**Issues/Blockers:** 1. 2.

**Next Week Focus:** 1. 2.

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**Week 8**

**Date:** ....

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Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	

Metric	Value
Current Score	

**Accomplishments:** 1. 2. 3.

**Issues/Blockers:** 1. 2.

**Phase 2 Complete?** Yes | No (continue next week)

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### Week 9

**Date:** ....

Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	
Current Score	

**Accomplishments:** 1. 2. 3.

**Issues/Blockers:** 1. 2.

**Next Week Focus:** 1. 2.

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### Week 10

**Date:** ....

Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	
Current Score	

**Accomplishments:** 1. 2. 3.

**Issues/Blockers:** 1. 2.

**Next Week Focus:** 1. 2.

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**Week 11**

**Date:** ....

Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	
Current Score	

**Accomplishments:** 1. 2. 3.

**Issues/Blockers:** 1. 2.

**Next Week Focus:** 1. 2.

**Week 12**

**Date:** ....

Metric	Value
Tasks Planned	
Tasks Completed	
Hours Spent	
Final Score	

**Accomplishments:** 1. 2. 3.

**Remaining Gaps:** 1. 2.

**Phase 3 Complete?** Yes | No (continue next week)

**Issue Log**

Track issues that arise during implementation:

#	Date Found	Issue Description	Severity	Owner	Status	Resolution Date
1			H/M/L		Open/Resolved	
2			H/M/L		Open/Resolved	
3			H/M/L		Open/Resolved	
4			H/M/L		Open/Resolved	
5			H/M/L		Open/Resolved	
6			H/M/L		Open/Resolved	
7			H/M/L		Open/Resolved	
8			H/M/L		Open/Resolved	

#	Date Found	Issue Description	Severity	Owner	Status	Resolution Date
9			H/M/L		Open/Resolved	
10			H/M/L		Open/Resolved	

## Key Metrics Log

### W-9 Compliance Tracking

Date	Vendors >\$600	W-9s on File	Compliance Rate
Start			%
Week 3			%
Week 7			%
Week 10			%
Final			%

### Bank Reconciliation Status

Date	Oldest Unreconciled Month	Days Behind
Start		
Week 2		
Week 4		
Final		

### Documentation Rate

Date	Transactions Sampled	Properly Documented	Rate
Start			%
Week 5			%
Week 8			%
Final			%

## Time Tracking

### Hours by Week

Week	Hours Planned	Hours Actual	Cumulative
1			
2			
3			
4			

Week	Hours Planned	Hours Actual	Cumulative
5			
6			
7			
8			
9			
10			
11			
12			
<b>Total</b>			

### Hours by Category

Activity	Hours
Assessment & Planning	
COA Work	
Vendor Management	
Bank Reconciliation	
Documentation Setup	
AR Cleanup	
AP Cleanup	
Statement Review	
Controls Implementation	
Tax Compliance	
Process Documentation	
Training	
<b>Total</b>	

### Completion Summary

#### Final Results

Metric	Starting	Final	Improvement
Overall Score			
Categories in Green			
Categories in Yellow			
Categories in Red			
W-9 Compliance Rate			
Days to Reconcile			

#### Lessons Learned

What Worked Well: 1. 2. 3.

**What Would We Do Differently:** 1. 2. 3.

**Unexpected Challenges:** 1. 2. 3.

**Recommendations for Maintenance:** 1. 2. 3.

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**Sign-Off**

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Role	Name	Signature	Date
Implementation Lead			
Business Owner			
CPA (if applicable)			

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**Tax Ready Status Achieved:** Yes | No (Remediation Plan Required)

**Final Score:** .... / 100

**Zone:** [OK] Green (80+) | [WARN] Yellow (65-79) | [WARN] Orange (50-64) | [ERR] Red (<50)

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**Post-Implementation**

**Maintenance Schedule**

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Activity	Frequency	Next Due	Owner
Quick 10-Question Check	Monthly		
Full Nine Categories Assessment	Quarterly		
W-9 Compliance Review	Quarterly		
Bank Reconciliation	Weekly		
Documentation Spot Check	Weekly		
Process Review	Quarterly		
Annual Comprehensive Review	Annually		

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**30-Day Follow-Up Items**

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Item	Due Date	Status
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*For more resources: [projectbits.com/taxready/ch12](http://projectbits.com/taxready/ch12)*

*Tax Ready Bookkeeping by Don Lovett | ProjectBits Consulting*

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*Tax Ready(TM) Bookkeeping*

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