

# Train and prep the diligence team for maximum effectiveness



## 1. Scope & Plan the Diligence

- Project plan, roles, resourcing and timeline
- Customize diligence checklist for Target scope and scale
- Set “limits of materiality” for this transaction
- Identify known concerns and potential deal breakers

## 2. Brief the Diligence Team

- General skills, roles and process
- Target company overview, objectives, value-drivers
- Prep specific engagement strategy & anticipated issues

## 3. Data Collection & Analysis

- Initial data review and report high-priority findings
- Individual or team-level meetings with Target
- Finalize analysis and clarify high-priority findings

## 4. Reporting & Recommendations

- Complete standard due diligence report templates
- Summarize and report key findings for:
  - 1) “go / no-go”;
  - 2) impact on price, terms, conditions to close; and,
  - 3) identify major integration issues