

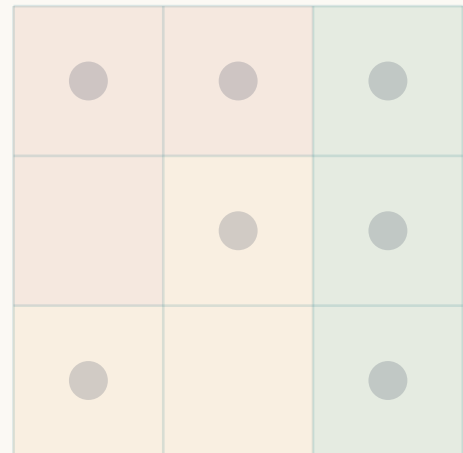


AN ARDENT WORKSHOP PRODUCT

Free Key-Person Risk Checklist

Spot the single points of failure in one team — free from Ardent Workshop.

[Start here](#)



Your free key-person-risk checklist

Every business has one or two people it could not easily lose — the one who runs operations, holds the key client, or is the only one who understands a critical system. Key-person risk is the exposure that creates, and the measure of it is the bus factor: how many people would have to go before the work stops. This free checklist makes it visible for one team.

How to use the checklist

- 1 Open Key-Person-Risk-Checklist.xlsx in Excel, Google Sheets, or LibreOffice.
- 2 List the roles in one team you'd worry about losing, what only that person can do, and how critical it is.
- 3 Mark whether only one person can do each one. The checklist flags the key-person risks — important seats with a bus factor of one.

READY FOR THE WHOLE PICTURE?

This checklist flags single points of failure in one team by hand. The full Succession-Planning & Key-Person-Risk Workbook does it for you: score two axes and each role is auto-placed on a nine-cell risk grid, with a live coverage map, a succession plan that scores each successor's readiness, a risk summary with named lists and single-point-of-failure totals, and four guides — one owned 8-tab file for Excel, Google Sheets, and LibreOffice. [Get the full Succession-Planning & Key-Person-Risk Workbook >](#)

Free starter from Ardent Workshop. The example roles and people are fictional and illustrative. A single-point-of-failure flag is about protecting the business and the person — not HR, legal, or professional advice, and not a verdict on anyone. Succession planning and key-person-risk analysis are generic business-continuity practices.