



**1**  
Start with the  
Plan Discovery  
Scorecard.

**2**  
Determine the  
plan's strengths  
and weaknesses.

**3**  
Develop a plan and  
process to improve  
the areas that need it.

**Plan Discovery Score Card**

	1	2	3	4	5	6	7	8	9	10	
We don't have a clear vision for our company's retirement plan.											We have a clear, well-defined vision for our company's retirement plan.
We don't have a process in place to evaluate our fund line up.											We review our fund line up quarterly according to our established process.
We have little or no idea of the total fees and charges we are paying.											We have a clear and well documented understanding of all fees and charges.
We do not have a formal investment committee in place.											Our investment committee has clearly outlined roles and responsibilities.
We were not offered any custom plan designs for our specific situation.											Our plan is uniquely designed to maximize plan & tax benefits to owners.
We do not have regular meetings with the advisor to this plan.											We meet semi-annually with our advisor to review all aspects of the plan.
The advisor does not meet with participants face to face annually.											The advisor meets with participants face to face no less than annually.
We are not sure of our fiduciary responsibilities.											We clearly understand our fiduciary responsibilities and can meet them.
We don't know if our investment options and models are appropriate.											We are confident that our investment options and models are well suited to meet our retirement goals.
We don't really know our advisor.											We have a strong and trusted relationship with our advisor.
	1	2	3	4	5	6	7	8	9	10	
TOTALS											TOTAL SCORE