

This is just a check-list to make sure you don't forget any important aspect.

1. General Overview

- **Name & Industry:** What is the organization called, and what industry does it operate in?
- **Type:** Is it **for-profit** or **non-profit**?
- **Location & Founding:** Where is it based, and when was it established?
- **Mission & Vision:** What are its core goals? If non-profit, what cause does it serve?
- **Values:** What are the guiding principles?

2. Organizational Structure

- **Ownership & Leadership:** Who owns the organization, and how is it managed (e.g., CEO, board)?
- **Size:** How many employees does it have? Large, medium, or small?
- **Outsourcing:**
 - What functions are outsourced (e.g., IT, HR, manufacturing)?
 - Where is outsourcing done (local, offshore)?

- **Subcontractors:** Does the organization rely on subcontractors? For what roles?

3. Products and Services

- **Core Offerings:** What products or services are provided?
- **Target Audience:** Who are the customers, clients, or beneficiaries?
- **Revenue Streams:** How does the organization generate income? For non-profits, how does it fund its mission?

4. Market Position

- **Market Share & Competitors:** How much of the market does it control, and who are its competitors?
- **Industry Trends:** What key trends are affecting the organization?

5. Financial Information

- **Revenue & Profitability:** What are its annual revenues, and is it profitable?
- **Outsourcing Costs:** Has outsourcing helped reduce costs?
- **Non-Profit Funding:** If non-profit, what are its main sources of funding (e.g., donations, grants)?

6. Organizational Culture

- **Work Environment:** Is the culture collaborative, innovative, or traditional?
- **Outsourcing Impact:** How does outsourcing affect company culture and employee dynamics?

7. Technology and Innovation

- **Tech Infrastructure:** What technology does the organization use?
- **Outsourcing Tech:** Are IT or digital services outsourced?
- **Innovation:** How innovative is the organization? Are outsourced partners contributing?

8. Corporate Social Responsibility (CSR)

- **Environmental Impact:** What sustainability initiatives are in place?
- **Community Engagement:** How does the organization give back? For non-profits, this could be their primary mission.
- **Ethical Outsourcing:** Are subcontractors and outsourcing partners held to ethical standards?

9. Supply Chain

- **Outsourcing Role:** What role do outsourced suppliers or subcontractors play in the supply chain?
- **Non-Profit Sourcing:** For non-profits, are procurement and sourcing done ethically and cost-effectively?

10. Challenges and Opportunities

- **Strengths & Weaknesses:** What are the organization's main strengths and weaknesses?
- **Opportunities:** What growth or improvement opportunities exist, including through outsourcing or partnerships?
- **Threats:** What external risks could harm the organization, such as dependency on outsourced services?

11. Recent Developments

- **Key Events:** Any significant changes (e.g., new projects, expansions)?
 - **Future Plans:** What are the organization's future goals, including outsourcing strategies?