

The FoundationOS

The complete blueprint

How a fractional COO builds ninety days of operating infrastructure your company can run without her.

EXECUTIVE SUMMARY

You raised the round. You built a product people want. And somewhere between the term sheet and today, hiring outpaced the systems that were supposed to hold it.

So you've been quietly living with problems only you can see. A subscription three people are paying for on three different cards. A candidate who went quiet because nobody remembered to follow up for four days. A question in Slack that only you can answer, again.

The FoundationOS is a ninety-day build that fixes this once. I walk in, audit everything that exists and everything that's missing, build the hiring pipeline, the asset tracking, the decision rights, and the SOPs your team actually needs - and then I document and train all of it so it keeps running whether or not I'm still in the room.

By the end of the ninety days you'll have a company that runs on systems instead of your memory, and a team that already knows how to keep it that way.

Phase by phase breakdown

Five phases across ninety days. Each one ends with named deliverables you can point to - not a running list of activities. Here's exactly what gets built, in what order, and the moment each phase earns its place.



B Blueprint

DAYS 1-14

WHAT HAPPENS

Full audit of every tool, credential, process, and dollar. I map what exists, what's missing, and what's quietly costing money.

WHAT YOU'LL HAVE

A complete inventory of your operational reality - the first document your company has ever had that shows all of it in one place.

DELIVERABLES

- ✦ A master operational inventory - every tool, account, and credential, with who holds it
- ✦ A SaaS spend audit: each subscription, its owner, its monthly cost, and its renewal date
- ✦ A gap-and-leak report naming what's missing and what's quietly costing money
- ✦ A single-point-of-failure list - the systems and logins only one person can reach

THE MOMENT IT PAYS OFF

The first time you open one document and see every tool, every login, and every recurring charge in one place - without asking anyone.

WHY IT'S FIRST

You cannot fix what you cannot see, and every phase after this one depends on knowing exactly what we're working with.

FIELD NOTE *Nine times out of ten, the spend audit alone finds enough waste to cover the first month.*

U Unify

DAYS 15-25

WHAT HAPPENS

I consolidate anything doubled up and map who actually owns which decision.

WHAT YOU'LL HAVE

A decision-rights map that names an owner for every recurring question, and a shorter list of tools because the redundant ones are gone.

DELIVERABLES

- ✦ A decision-rights map naming a single owner for every recurring question
- ✦ A consolidated tool stack with the duplicate and overlapping tools cut
- ✦ An ownership register - who is accountable for what, written down
- ✦ A monthly-savings summary from the subscriptions we retired or merged

THE MOMENT IT PAYS OFF

The next time a question comes up, it goes to a named owner instead of bouncing back to you by default.

WHY IT'S SECOND

Installing new systems on top of confusion just adds a second layer of confusion. Unify clears the ground first.

FIELD NOTE *The decision-rights map is usually the thing founders tell me they didn't know they were missing until they had it.*

I Install

DAYS 26-60

WHAT HAPPENS

I build the actual infrastructure - the hiring pipeline from first contact through offer, onboarding and offboarding, the SaaS and asset tracking, and the SOPs for whatever's breaking the most.

WHAT YOU'LL HAVE

Working systems your team is already using - not a plan for systems you'll build later.

DELIVERABLES

- ✦ A hiring pipeline documented from first contact through signed offer
- ✦ Onboarding and offboarding runbooks anyone on the team can follow
- ✦ Automated access provisioning and same-day revocation
- ✦ A live SaaS and hardware inventory that tracks every asset by owner
- ✦ SOPs for the handful of processes breaking most often

THE MOMENT IT PAYS OFF

The first new hire who has every login on day one - and the first departure whose access is gone by end of day.

WHY IT'S THE LONGEST PHASE

This is where the infrastructure actually gets built, and building takes longer than mapping.

FIELD NOTE *This is the phase your team stops noticing the systems, because they just work now.*

L Lock

DAYS 61-80

WHAT HAPPENS

I document everything, train your team on it, and test that it holds without me in the room.

WHAT YOU'LL HAVE

Written documentation for every system, and a team that's already run it without me watching.

DELIVERABLES

- ✦ Written documentation for every system built, in plain language
- ✦ Live training sessions with your team, recorded for the next hire
- ✦ A supervised dry run where your team operates each system without me
- ✦ A correction pass on anything that didn't hold the first time

THE MOMENT IT PAYS OFF

The week your team runs a full hiring loop, or offboards someone, start to finish, without pinging me once.

WHY IT MATTERS

A system nobody can run without its builder isn't a system. This phase proves it doesn't need me.

FIELD NOTE *If the dry run breaks something, good - better it breaks while I'm still here to fix it.*

D Deploy

DAYS 81-90

WHAT HAPPENS

Full handoff. Everything organized and ready for whoever runs it next - you, an internal hire, or another operator.

WHAT YOU'LL HAVE

A clean exit and a company that's fully operational without an ongoing dependency on me.

DELIVERABLES

- ✦ A complete handoff package, organized and ready for the next operator
- ✦ An owner's guide for whoever runs it next - you, a hire, or another operator
- ✦ A 90-day recap: what was built, what it replaced, and what to watch next
- ✦ A clean exit with no ongoing dependency on me

THE MOMENT IT PAYS OFF

The day you hand the whole thing to an internal hire and nothing skips a beat.

WHY IT'S LAST

The engagement is designed to end. This is where it does.

FIELD NOTE *The best sign this worked is that the handoff is boring.*

The diagnostic questions

These are the questions I ask in week one. Your answers tell me exactly where the Blueprint phase needs to start.

O1 If you stepped away from Slack for a full week right now, would the company actually run - or just look like it was running until you got back?

O2 Can you tell me today what your company is spending on software every month, without opening more than one tab to find out?

O3 When someone leaves the company, what happens to their access the same day, and who's responsible for making that happen?

O4 Walk me through what happens between a strong candidate's second interview and an offer. Where does it usually stall?

O5 If a board member asked you next week for your burn rate, could you answer in under a minute?

O6 How many decisions came across your desk this week that someone else could have made - if they'd known they were allowed to?

O7 Do you know where every laptop and piece of company hardware physically is right now?

One case result, fully unpacked

When I joined Lindy AI, the team was small and fully remote, moving fast, and had never had a single operational system in place.

< 2 wks

First contact to a signed offer

Same day

Access revoked when someone left

7-figure

Monthly revenue today, same systems

WHAT I FOUND

Nobody could say with certainty how many laptops the company owned or who had them. Hiring happened over email threads that different people managed inconsistently, and access to company tools never got revoked when someone left. The CEO was making calls at a pace few operators could keep up with, and every operational question landed on him by default because there was no other place for it to go.

WHAT I FIXED FIRST

Hardware. I built an inventory that tracked every piece of equipment by owner, so the company knew exactly what it had and where it was, for the first time. That single system stopped the bleeding on lost and unaccounted-for assets immediately.

WHAT CHANGED NEXT

I built a hiring pipeline that could move a candidate from first contact to signed offer in under two weeks - fast enough to match a CEO who could decide to hire someone in forty-five minutes. I paired it with automated access provisioning and revocation, so a new hire had what they needed on day one and a departing employee lost access the same day they left.

WHAT RESULTED

The systems held as the team scaled, and Lindy AI now generates seven figures in monthly revenue - still running on the infrastructure that got built while the company was small enough that nobody thought it had time for infrastructure yet.

"Nobody could say with certainty how many laptops the company owned or who had them. I built the inventory that stopped the bleeding on day one."

THE ENGAGEMENT

What working together looks like

Here's exactly what the next ninety days look like, so nothing about them is a surprise.

CADENCE

We start with the Blueprint audit in weeks one and two. From there you'll have a weekly operating sync with me, plus a dedicated async channel for anything that comes up between calls.

ACCESS

I need real access to see what's actually happening - your tools, your team, your process, not a summary of it. I sign whatever confidentiality agreement makes that comfortable for you.

WHAT I NEED FROM YOU

About an hour a week of your direct time, mostly in the first two weeks during the audit, and a single point of contact on your team who can answer questions when I need something fast.

WHAT YOU CAN EXPECT FROM ME

Named deliverables at the end of each phase, not a running list of activities. You'll always know exactly what's built, what's next, and what's still open.

There's no proposal step after this. If the FoundationOS is the right fit, we move straight from a conversation into the contract and the first invoice - and the Blueprint phase starts within the week.

THE NEXT STEP

The only next step is a conversation.

Book a Foundation Call and we'll spend thirty minutes looking at what's actually happening inside your company right now. If it's a fit, the contract and first invoice can be in your inbox the same day - and the Blueprint phase starts before the week is out.

 [Book the Foundation Call](#)