

# IPO Roadmap Template

18-Month Planning Template with Workstream Milestones

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*"Enter your target S-1 date and work backwards — every workstream has a critical path."*

## Project Information

**Company Name:** \_\_\_\_\_ **Target S-1 Date:** \_\_\_\_\_  
**CFO:** \_\_\_\_\_ **Lead Banker:** \_\_\_\_\_  
**IPO Counsel:** \_\_\_\_\_ **PCAOB Auditor:** \_\_\_\_\_  
**Acctg Advisory:** \_\_\_\_\_ **IR Firm:** \_\_\_\_\_

Enter target S-1 date above, then work backwards. Status key: ■ Not Started ■ In Progress ✓ Complete — N/A

## Workstream 1: Audit & Accounting

Timeline	Milestone / Action Item	Owner	Target Date	Status
S-1 minus 24m	Engage PCAOB-registered auditor — complete independence analysis			■
S-1 minus 20m	Engage accounting advisory firm (separate from auditor)			■
S-1 minus 18m	Implement ASC 606 revenue recognition policy and documentation			■
S-1 minus 18m	Implement ASC 718 stock compensation accounting and 409A plan			■
S-1 minus 15m	Assess ASC 842 lease accounting and ASC 805 for acquisitions			■
S-1 minus 15m	Begin SOX 404(a) readiness — COSO framework documentation			■
S-1 minus 12m	First PCAOB audit complete for earliest required period			■
S-1 minus 9m	Non-GAAP metric policy finalized and reviewed by SEC counsel			■
S-1 minus 6m	MD&A; drafted and reviewed by accounting advisory team			■
S-1 minus 3m	All audit periods complete — comfort letter process begins			■

## Workstream 2: Legal & Governance

Timeline	Milestone / Action Item	Owner	Target Date	Status
S-1 minus 18m	Engage IPO counsel — complete initial legal clean-up assessment			■
S-1 minus 15m	Restructure board — recruit independent directors for committees			■
S-1 minus 12m	Clean up cap table — convert SAFEs, resolve outstanding instruments			■
S-1 minus 12m	Review all material contracts for IPO-triggering provisions			■

Timeline	Milestone / Action Item	Owner	Target Date	Status
S-1 minus 9m	Adopt insider trading policy, code of ethics, clawback policy			■
S-1 minus 6m	Confirm all IP ownership and resolve any disputes			■
S-1 minus 4m	Begin S-1 drafting — first all-hands drafting session			■
S-1 minus 2m	S-1 ready to file — SEC review process begins			■
S-1 + 30 days	First SEC comment letter received — response drafting begins			■

### Workstream 3: Investment Banking & Capital Markets

Timeline	Milestone / Action Item	Owner	Target Date	Status
S-1 minus 12m	Develop preliminary equity story with IR firm and management			■
S-1 minus 9m	Begin testing-the-waters meetings with institutional investors (EGC)			■
S-1 minus 9m	Conduct underwriter bake-off — evaluate 3–5 banks			■
S-1 minus 8m	Select lead underwriters — negotiate and sign engagement letter			■
S-1 minus 6m	Engage D&O; insurance broker — design IPO D&O; program			■
S-1 minus 6m	Select exchange (NYSE or Nasdaq) — begin listing application			■
S-1 minus 4m	Select financial printer / EDGAR agent — begin S-1 formatting			■
Pre-roadshow	Investor presentation finalized — roadshow rehearsals complete			■
Roadshow	10–14 day roadshow — institutional investor meetings complete			■

### Workstream 4: Financial Reporting Infrastructure

Timeline	Milestone / Action Item	Owner	Target Date	Status
S-1 minus 18m	Assess ERP system capability for public company quarterly reporting			■
S-1 minus 15m	Hire or promote Controller/CAO with public company experience			■
S-1 minus 12m	Implement quarterly close — target 45 days from quarter-end			■
S-1 minus 12m	Implement financial reporting platform (Workiva or equivalent)			■
S-1 minus 9m	Hire VP Investor Relations or engage external IR firm			■
S-1 minus 9m	Establish Regulation FD policy and executive training program			■
S-1 minus 6m	Build IR website — confirm exchange disclosure compliance			■
Post-IPO	First quarterly earnings release — establish quarterly IR cycle			■

## Workstream 5: Organizational Readiness

Timeline	Milestone / Action Item	Owner	Target Date	Status
<b>S-1 minus 18m</b>	Assess CFO readiness — public company financial reporting experience			■
<b>S-1 minus 15m</b>	Assess General Counsel — securities law experience required			■
<b>S-1 minus 12m</b>	Engage compensation consultant — peer group and exec comp benchmarking			■
<b>S-1 minus 9m</b>	Design and adopt IPO equity incentive plan (share pool, vesting terms)			■
<b>S-1 minus 9m</b>	Implement pre-IPO D&O; and EPL insurance — private company program			■
<b>S-1 minus 6m</b>	Board education — public company duties and Reg FD training			■
<b>S-1 minus 3m</b>	All executive officer and director background checks complete			■
<b>Pre-roadshow</b>	Executive media training and roadshow rehearsals complete			■
<b>Post-IPO</b>	First annual meeting planning — proxy statement preparation begins			■

### Prepared by Corviniti — IPO Accounting Advisory

Corviniti helps companies navigate the accounting, financial reporting, and SOX readiness requirements of the IPO process. Visit [corviniti.com](https://www.corviniti.com) to discuss your roadmap.