Investor Data Room Checklist

A practical, print-friendly checklist for investor diligence, fundraising, and secure document sharing.

Structure | Access control | Investor-ready

Pre-launch readiness (before inviting investors)

Use this as your minimum standard before you grant access.

☐ Index and naming convention finalised (dates, versions, owners)
☐ NDA gate enabled (or access only after signature)
☐ Permissions staged by investor type and diligence phase
☐ Watermarks enabled on sensitive files
☐ Download/print permissions set intentionally
☐ Audit logging enabled and report export tested
☐ Single owner for Q&A; and document updates assigned
☐ Access expiry dates configured

Suggested folder index

Keep folders predictable and easy to scan. Add deeper subfolders only when you have volume.

1 — Executive summary & overview	• Pitch deck • Short executive summary (1–2 pages) • Primary investor contact + response time expectations • Term sheet / key terms (if already in play)
2 — Financials	• Historical financial statements (P&L;, balance sheet, cash flow) • Forecast model + assumptions (up to 5 years where relevant) • Cap table / shareholder register • Debt schedule and material obligations • Audited statements (if available) • Burn rate and runway summary

3 — Legal	• Incorporation documents and amendments • Bylaws / governance documents • Board minutes and key resolutions • Material contracts (customer, vendor, partnership) • IP documentation (registrations, assignments) • Litigation / disputes (if any) • Standard employee agreement templates • Privacy policy + terms of service
4 — Product & technology	• Product roadmap • Demo (video, screenshots) • Architecture / tech stack overview • Key product capabilities (what matters for diligence) • Usage and engagement metrics • Competitive positioning (product view)
5 — Market & business plan	• Business plan / strategy • Market sizing and research • Competitive landscape • Go-to-market plan • CAC and LTV assumptions (where applicable) • Sales pipeline summary
6 — Team	• Leadership CVs / bios • Org chart • Employment contracts (or representative templates) • Board bios
7 — Diligence requests	• Requests list (as it evolves) • Additional documents added during Q&A;

Core diligence checklist (what investors typically expect)

Tick what you have, and label gaps clearly so investors know what’s pending.

A) Corporate & legal

☐ Incorporation documents + amendments
☐ Bylaws / shareholder agreement / governance docs
☐ Cap table + option plan overview (ESOP/RSUs where relevant)
☐ Board minutes / key resolutions
☐ IP ownership + assignments + registrations
☐ Material contracts and NDAs
☐ Litigation / investigations (if any)

B) Financial data

☐ P&L;, balance sheet, cash flow (historical)
☐ Forecasts + assumptions
☐ Revenue breakdown (MRR/ARR if applicable)
☐ Burn rate + runway
☐ Debt schedule / obligations
☐ Audit report (if available)

C) Team & HR

☐ Org chart + key roles
☐ Founder / leadership bios
☐ Employee contract templates (incl. IP clauses)
☐ Key consultant agreements (if material)
☐ Hiring plan (roles, timing, budget)

D) Product & technology

☐ Product roadmap + milestones
☐ Architecture / infrastructure overview
☐ Security controls and compliance evidence (as applicable)
☐ IP list (patents, trademarks, copyrights)
☐ Key usage metrics (acquisition, retention, engagement)

E) Market & strategy

☐ TAM/SAM/SOM (or equivalent market sizing)
☐ Competitor analysis and differentiation
☐ Go-to-market strategy
☐ Sales pipeline overview
☐ Strategic partnerships (current/planned)

F) Legal risks & contracts

☐ Customer and vendor contracts (material)
☐ NDAs and confidentiality controls
☐ Regulatory licences/permits/certifications (as applicable)
☐ Open disputes / potential claims and status

Common mistakes to avoid

These issues slow diligence and create unnecessary risk signals.

☐ Uploading everything at once (no prioritisation or index)
☐ Sharing editable models without a clear reason (use read-only by default)
☐ Leaving stale documents in place (outdated financials, old team info)
☐ Using broad permissions instead of role-based access
☐ Skipping a dry-run (no test login from an ‘investor view’)

Best practices for sharing your data room

Simple operational habits that improve trust and reduce back-and-forth.

☐ Use role-based groups (legal sees legal; finance sees finance)
☐ Enable view-only for sensitive folders and watermark key documents
☐ Track engagement via activity logs and follow up based on intent
☐ Keep a clear Q&A; workflow and update the room immediately after answers
☐ Run a pre-invite review for navigation, completeness, and broken files