SPONSOR WORKSHEET

Scope a readiness pilot that ends in a decision

Complete this before a scoping conversation. Keep it free of employee names or records.

1. The decision

Decision this pilot should inform (one sentence)	
Who acts on the result, and by when	
What happens if nothing changes	

2. Role family and cohort

Role family	
Approximate cohort size (planning range 50 to 100)	
Programs, clients, or contracts this role supports	

3. Requirements

Observable work a ready person produces	
Mandatory or critical items (fail cannot be averaged away)	
Sources: delivery standard, policy, client or contract expectation	
Requirement owner	

4. Measures (agree before the baseline)

Primary measure and how it is calculated	
Secondary measures	
What result would justify expanding	

5. Reviewers and capacity

Named reviewers (roles, not names, here)	
Estimated minutes per review × artifacts × rounds	
Conflict-of-interest rule (no self or direct-report review)	

6. Data boundary

Data allowed in scope	
Data excluded (classified, CUI, export-controlled, client documents)	
Security and privacy reviewers to involve	

Discuss a pilot: readivance.com/contact (email goes to Accumentum’s published business inbox).