

Form 10 — Release readiness review

Companion worksheet to *Design-Led Involvement for Business Growth* by Sylvian Bryan.

Project: _____ Date: _____ Use evidence and mark unknowns. Attach supporting records as needed.

Scope, version and evidence reviewed

Approvals and unresolved issues

Promise, operating owner and support route

Monitoring, pause conditions and recovery

Decision, authority and date

Tool 11 Adoption and transition plan

Use this when people must change an existing routine. Identify who changes, what they stop doing, what they learn, what new burden appears, and what old burden is removed. Define the transition period and the treatment of work already in progress.

Specify task practice, support, feedback, and the retirement conditions for the old method. Measure successful use, not just attendance or logins. Record workarounds without punishing people for revealing them.

Notes / decisions / next steps

Companion resources: www.sylvianbryan.com/design-led/forms/