

Form 05 — Handoff specification

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

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

Trigger, sending owner and receiving owner

Information required for acceptance

Acceptance signal and expected timing

Exception owner and recovery route

Customer-visible status and next action

Tool 6 Concept comparison

Use this before committing to a major implementation. Describe each option's mechanism, customer benefit, delivery requirements, cost drivers, weakest assumption, and reversibility. Compare alternatives against the same criteria.

Worked example: a compatibility table requires accurate data and careful reading; prechecked bundles simplify common choices but reduce flexibility; a configurator supports variety but requires maintained rules and software. The comparison makes it possible to choose a staged approach rather than assuming the most sophisticated solution is the best first investment.

Notes / decisions / next steps

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