

# Implementation Readiness Toolkit



## SECTION 1: Rollout Plan Checklist

### Mark the weak spots, duplication, or friction.

Do you have the foundations in place for a phased launch?

ITEM	Status (Y/N)	Notes
Internal champion assigned		
Launch goals clearly defined (with KPIs)		
Phased timeline created (by team / location / product)		
Early pilot group identified		
Operator training materials created		
Comms plan for internal and customer updates		

## SECTION 2: Training Checklist

### Is your team set up for success with the new system?

TRAINING ELEMENT	In Place? (Y/N)	Notes / Owner
Core workflow walkthroughs (video / live)		
Cheat sheets or quickstart guides		
Hands-on sandbox or test environment		
Peer-led sessions or internal advocates		
Feedback loop for live questions and improvements		



## SECTION 3: Watch Outs

### Common pitfalls to avoid during implementation.

PITFALL	Are You Prepared?	Notes
Data prep skipped or delayed		
Internal owners unclear or unempowered		
No buffer built into rollout for learning curve		
Adoption pressure without proper training		
No follow-up checkpoints scheduled		



## You've Mapped the Plan - Now Make It Real

Whether you're rollout-ready or ironing out final details, this toolkit gives you a clear view of where things stand.

### USE YOUR CHECKLIST TO:

- Finalize timelines and owners
- Share launch goals across teams
- Set your first internal check-in

Need input or want a second pair of eyes?

Book a short strategy call - we'll help you prioritize and avoid the common pitfalls.

