

Adoption Checklist

Purpose. Make cross-functional launch readiness visible, trackable, and accountable.

What it captures. A row for every readiness task, showing its single owner, its status, and the evidence that it is genuinely done.

When to use it. In the weeks before any rollout, to confirm every team is ready before a launch date is set.

Common mistake. Treating the checklist as a status report rather than a gate. A line still in progress on launch day is a launch risk, not a formality.

Decision rule. Do not set a launch date until every line is complete or carries a named owner and an agreed exception. One unowned in-progress item is enough to hold the launch.

Initiative or Project

Target Launch Date

Readiness Items *one owner per line; record the evidence that closes it*

Done	Readiness item	Owner	Status	Evidence it is genuinely done
☐	Interface and workflow tested on the oldest hardware in the fleet.			
☐	Support trained and ticketing taxonomy updated.			
☐	Communications and training ready; champions named.			
☐	Rollback plan defined and tested per site.			
☐	Telemetry and adoption dashboard live and refreshing.			
☐	Compliance sign-off obtained.			
☐				
☐				

Agreed Exceptions *any line not complete at launch needs a named owner and an agreed exception*