

Day-One Project Readiness Sheet

Use it: Run this with both sides before the first production hand-off.

In the week before work starts, required artifacts, owners and blockers should be visible rather than assumed. This sheet produces a readiness check with named owners, so nobody mistakes a file being sent for the work being able to begin.

WHAT IT PRODUCES

A readiness check with a named owner against every item, and an honest record of what has actually happened so far.

THE CHECKLIST

Day One is ready when the people doing the work can open what they need, know which instructions to follow and know who can actually tell them to start.

ASK THIS	A USEFUL ANSWER IS SPECIFIC ABOUT	WHAT THE ANSWER ACTUALLY TELLS YOU
Which brief, files and instructions should the team use on Day One?	The exact current set, where it lives, and how older copies are marked as replaced.	Whether everyone will begin from the same instructions.
Who is doing what on the first hand-off?	Who prepares, receives, reviews, corrects and accepts the work, including anything the buyer keeps in-house.	Whether a responsibility has been duplicated, omitted, or assumed by both sides.
What is the working period and delivery pattern?	Working days or date window, expected cadence, first hand-off, and any variation already known.	Whether the team has planned the real operating rhythm.
Is the required equipment ready?	The device and specification, who provides and configures it, shipping responsibility, and any return step.	Whether the work can start without an equipment surprise.
Can every required person open the workspace and move a test file?	A completed access check, a successful test transfer, and the person who fixes a failed attempt.	Whether "access has been shared" means the workflow actually works.
Who can say "start", and how will the team recognise that instruction?	A clear buyer-side or agreed decision maker and the channel used for the go-ahead.	Whether file receipt or a casual message could be mistaken for permission to begin.
Who reviews the first delivery, and what happens if it misses the mark?	The acceptance check, reviewer, feedback route, correction responsibility, and next hand-off.	Whether the first batch can produce a decision instead of disappearing into review.

ASK THIS	A USEFUL ANSWER IS SPECIFIC ABOUT	WHAT THE ANSWER ACTUALLY TELLS YOU
How will a later instruction replace an earlier one?	One agreed place for the latest instruction, a plain note of what changed, and confirmation that the working team received it.	Whether two versions can stay active at the same time.
What has actually happened so far?	Distinguish file sent, file opened, access checked, start approved, work begun, delivery received, review completed, and acceptance given.	Whether the project is being called ready because something was sent, rather than because the next step is possible.

If one row here is hard to answer for your project, send us that row — you'll get a written answer within one working day, from a person, with no meeting and no follow-up unless you ask.