CHECKLIST

Field Operations Readiness Checklist

Ten things to settle before digitising field or maintenance work.

- [ ] Named the one workflow with the most pain — and only that one for the pilot
- [ ] Identified the pilot team and a supervisor who will verify entries
- [ ] Agreed what 'done' means for a job, and what evidence proves it
- [ ] Listed the three numbers management wants to see every week
- [ ] Confirmed which devices field staff actually carry and how they connect
- [ ] Decided who can approve, who can edit, and who can only view
- [ ] Chosen the language(s) field staff will work in
- [ ] Mapped sites, assets or scopes the system needs on day one
- [ ] Set the client-facing report format that will replace today's spreadsheet
- [ ] Booked training and a 4-week review point

> TIP
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> Print this page and work through it with the people who will use the system, not only the people buying it. Where an item is unclear, that is where the project will slow down later.

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