Delivery readiness and handover checklist

Verify the proposed commitment and give the receiving team a clear record of scope, dependencies and acceptance.

Your reusable working template 1/2

1. Complete with sales and delivery before a material commitment, using proportionate review depth.
2. Mark each item confirmed, assumed or pending; silence is not approval.
3. Recheck scope and obligations after negotiation and before kickoff.
4. For changes, assess effort, cost, timing and acceptance; confirm the authorized decision in writing.

Customer objective and proposed deliverables

Scope, exclusions, assumptions and authoritative document link

Delivery owner, skills, capacity and supported schedule

Customer/third-party dependency, owner and due date

A practical Tibyan working aid, not a validated assessment. Example is hypothetical; adapt decisions and figures to your context. Do not enter sensitive information in a shared copy.

Delivery readiness and handover checklist

Verify the proposed commitment and give the receiving team a clear record of scope, dependencies and acceptance.

Your reusable working template 2/2

Acceptance criterion, test method and authorized reviewer

Approved economics, service obligations and exceptions

Open risk or change, impact and required decision maker

Gate decision, next action, owner, review date and support transition

A practical Tibyan working aid, not a validated assessment. Example is hypothetical; adapt decisions and figures to your context. Do not enter sensitive information in a shared copy.

Delivery readiness and handover checklist

Verify the proposed commitment and give the receiving team a clear record of scope, dependencies and acceptance.

Completed hypothetical example 1/2

Customer objective and proposed deliverables

Maintenance analytics pilot supporting planners; agreed reports and user session.

Scope, exclusions, assumptions and authoritative document link

One-site pilot; broader integration excluded; final approved proposal is authoritative.

Delivery owner, skills, capacity and supported schedule

Delivery lead Omar; technical-assessment slot provisional; pilot schedule not yet confirmed.

Customer/third-party dependency, owner and due date

Customer technical lead provides usable export and approves access method before pilot scheduling.

A practical Tibyan working aid, not a validated assessment. Example is hypothetical; adapt decisions and figures to your context. Do not enter sensitive information in a shared copy.

Delivery readiness and handover checklist

Verify the proposed commitment and give the receiving team a clear record of scope, dependencies and acceptance.

Completed hypothetical example 2/2

Acceptance criterion, test method and authorized reviewer

Agreed sample records produce specified outputs; customer owner reviews discrepancies against agreed criteria.

Approved economics, service obligations and exceptions

Finance to approve final package; support hours and workshop scope explicitly included.

Open risk or change, impact and required decision maker

Data format and access unverified; technical assessment needed before fixed integration commitment.

Gate decision, next action, owner, review date and support transition

Gate1: conditional proposal only; Omar assesses data, Lina confirms customer responsibilities; kickoff and support owner recorded after approval.

A practical Tibyan working aid, not a validated assessment. Example is hypothetical; adapt decisions and figures to your context. Do not enter sensitive information in a shared copy.