

Questionnaire readiness checklist

Before anyone starts typing

Use this checklist to decide whether the request is controlled enough to self-manage, diagnose or place into a completion sprint.

01

Live request

Buyer, platform, controlled version, deadline and consequence are recorded.

02

Authority

Sponsor, contributors, approver and submitter are named.

03

Evidence map

Each material question has a current source, owner or visible gap.

04

Claim type

Facts, commitments, targets and aspirations are not confused.

05

Specialist boundary

Verification, legal, conformity and materials work is identified early.

06

True effort

Chasing, evidence work, drafting, QA, approval and platform entry are included.

07

Secure route

Transfer, access, retention and deletion are agreed before files move.

Do not send confidential files until the channel and scope are confirmed.