

1) Executive Readiness Summary - Sample

Illustrative sample provided for evaluation purposes only.

Readiness Status: Proceed

Overall Stability Score: 78 / 100

Top 3 Must-Fix Risks:

1. **Capacity Assumptions Under Current Operating Model**
Delivery assumptions rely on consistent internal availability and predictable client responsiveness. Without formal stop conditions, delivery timelines may compress under real-world variance.
2. **Boundary Enforcement Under Demand Pressure**
The fixed-scope offer is vulnerable to soft scope creep driven by client expectations unless scope limits are actively enforced during delivery.
3. **Concentrated Delivery Authority**
Delivery authority is currently centralized. This is appropriate at validation scale but introduces fragility if demand clusters or parallel initiatives emerge.

Top 3 Leverage Wins → Key Stabilizing Factors:

1. **Clear Value Framing**
The offer is positioned around risk reduction and execution readiness, not open-ended outcomes. This materially reduces expectation misalignment.
2. **Payment-Before-Work Structure**
Payment is collected prior to intake and delivery, eliminating cash-flow risk and filtering unserious buyers.
3. **Standardized Delivery Artifact**
A consistent report format and delivery method (PDF with defined sections) limits variance and supports repeatability.

Risk Exposure Scenarios:

- If launched without correction, the most likely exposure is **delivery compression under moderate, concurrent client load**, resulting in increased primary operator workload and reduced margin per engagement.
- With defined stop conditions and enforced scope boundaries, downside exposure is **limited, reversible, and operationally manageable** at the initial validation scale.

2) Readiness Scorecard

Scoring: 0–5 each (0 broken / 5 stable)

Weights (simple, non-negotiable):

- Offer Clarity (x3)
- Fulfillment Reality (x3)
- Payment & Terms (x2)
- Intake & Inputs (x2)
- Delivery System (x3)
- Risk Controls (x2)
- Proof / Credibility (x1)
- Distribution Path (x2)

A) Offer Clarity (x3)

Criteria

- One sentence: what is delivered + timeframe
- Outcome is framed as *risk reduction* / *readiness*
- Buyer is defined by role/responsibility
- Deliverables are concrete and countable

Score: 4

Notes:

The offer is clearly articulated with defined scope and pricing. Buyer suitability is implicit but clear. Deliverables are concrete and countable. Minor tightening of delivery timeframe language would further reduce ambiguity.

B) Fulfillment Reality (x3)

Criteria

- Delivery timeline is operationally supportable at current volume
- Inputs required from client are minimal and explicit
- Reviewer workload is bounded
- "Stop conditions" exist

Score: 3.5

Notes:

Delivery is feasible within stated timelines assuming timely client inputs. Reviewer workload is bounded, but stop conditions are not yet explicit. This is correctable.

C) Payment & Terms (x2)

Criteria

- Stripe payment before work begins
- Refund posture stated without inviting debate
- Scope boundaries are visible
- Guarantee is deliverable-based, not outcome-based

Score: 5

Notes:

Payment is collected prior to work. Non-refund posture is clearly stated. Scope boundaries are visible and defensible.

D) Intake & Inputs (x2)

Criteria

- Intake captures only what you truly need
- Client can complete intake in <15 minutes
- Missing inputs have a defined default/assumption
- You control the process

Score: 4

Notes:

Intake captures only essential information and is completable in under 15 minutes. Missing inputs default to assessor judgment, preserving control.

E) Delivery System (x3)

Criteria

- Delivery format is standard (PDF + audio)
- Handoff includes "next actions"
- Deliverable structure is consistent each time
- Delivery method is frictionless

Score: 4

Notes:

Delivery format is standardized. Handoff includes clear next-step framing. Repeatability is high.