

IMPLEMENTATION CHECKLIST

The full install sequence as checkboxes, mapped to the Installation Guide chapters. Print it or pin it. The checklist earns its keep on the bad weeks, not the good ones — when a client emergency eats a Thursday and postponing feels reasonable, open this and do the smallest unchecked box. Installations don't usually die of crisis; they die of three reasonable-sounding postponements in a row.

FIRES BEING INSTALLED THIS CYCLE (START WITH THE WORST ONE, NOT THE EASIEST ONE):

INSTALL START DATE: _____

WEEK 1: DECIDE AND ASSIGN

Chapter 1 and 2 work. Everything here happens before anything is announced.

- ☐ Fires listed and sequenced, worst first
 - ☐ Owner selected for each fire using the selection criteria — closest to the work, not most senior
 - ☐ Backup named for each fire
 - ☐ Ownership roster drafted in the Ownership and Backup Assignment file
 - ☐ Compensation or role implications settled privately where ownership meaningfully expands a role
 - ☐ Private assignment conversation held with each owner — face to face or a real call, never chat
 - ☐ Each owner's "what would you need from me to say yes" answered, and the ask delivered or the assignment resized
 - ☐ Assignment confirmed to each owner in writing within a day
 - ☐ Backup conversations held — access granted, walkthrough scheduled
 - ☐ Last 30 days of decisions harvested from messages and meetings
 - ☐ Decision table drafted: decides alone, decides and tells after, brings first — with real numbers
 - ☐ Operating principles written, five to seven, from your last five actual judgment calls
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- ☐ Decision Authority Guidelines reviewed with each owner in the room, lines negotiated and locked

WEEK 2: RULES AND ROLLOUT

Chapter 3 and 4 work. The structure goes public.

- ☐ Escalation signals written per fire — observable facts, not vibes
- ☐ Each signal routed: who it goes to, at which of the three speeds
- ☐ Never-escalate list written
- ☐ Founder short list written — the five to seven things that still route to me
- ☐ Standing rule adopted: if it's not on my list, it goes to the owner
- ☐ Office-hours block chosen and calendared
- ☐ No-take-backs pledge signed, dated, witnessed
- ☐ Reclaimed-hours plan made: founder-level work calendared for the freed time
- ☐ Rollout meeting scheduled — separate invite, 30 minutes, everyone whose routing changes
- ☐ Rollout meeting held: the why said straight, owners spoke their own assignments, questions taken honestly
- ☐ Written memo sent same day: roster, links, standing rule
- ☐ Decision tables and escalation map published where the team looks daily
- ☐ Client transitions identified — which clients feel a touchpoint change
- ☐ Expert introduction sent for each affected client, with a specific proof moment named
- ☐ New communication channels set with transitioning clients
- ☐ Contractors and partners notified of their new contacts
- ☐ One-week follow-up scheduled, ten minutes, three questions

WEEKS 3 AND 4: HOLD

Chapter 5 work. This is the curing period — the structure is in; your job is to not touch it.

- ☐ First weekly fire review held — 15 minutes, counts in writing beforehand, no problem-solving in the room
- ☐ Fire count tracker started: fires that reached me this week, logged
- ☐ One-week follow-up held, including "where have I broken my own rules" — answered honestly
- ☐ Every misdirected question redirected warmly to its owner — zero exceptions, even when you know the answer
- ☐ First wobble handled by the rule: layer named, package fixed, work handed back to its owner
- ☐ Exceptions log reviewed — every founder step-in recorded, patterns named
- ☐ Client transitions completed — first solo touchpoint run by the team member for each transitioned client
- ☐ At least one full cycle of each installed fire's process run without founder involvement
- ☐ Week-over-week fire counts compared: reaching-me count trending down
- ☐ Boundary and escalation adjustments from reviews made in writing, same day
- ☐ Second, third, and fourth weekly reviews held

THE 30-DAY GATE

At day 30, check the five installation conditions from the guide. All five true means installed; any false points you to the chapter to re-run.

- ☐ One named owner and backup per fire, and both know it
- ☐ Decision rights in writing, published, and being used without founder prompting
- ☐ Escalation rules live: correct things escalating, never-escalate items staying down
- ☐ Team and clients told directly, in conversation and in writing
- ☐ Survived at least one wobble without a take-back

DAY-30 DATE: _____

FIRES REACHING ME, WEEK ONE VERSUS WEEK FOUR:

VERDICT PER FIRE: INSTALLED, OR RE-RUNNING CHAPTER NUMBER:

After the gate: weekly review drops to monthly, thresholds loosen on evidence, and the Follow-Up and Review file carries it from here. Single ownership, written-ness, and no-take-backs never loosen. Those aren't training wheels — those are the bike.

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