

JOB READINESS

Sold is a commercial status. Ready is an operational status.

A simple, reusable operating tool for teams that want clearer handoffs and less status chasing.

Use this on one real workflow

- ☐ Scope and selections final enough to build
- ☐ Customer expectations/commitments documented
- ☐ Contract/approval complete
- ☐ Deposit/payment prerequisite complete
- ☐ Permit/HOA requirement owned
- ☐ Materials ordered/available or dated
- ☐ Site/access constraints confirmed
- ☐ Crew/subcontractor capacity identified
- ☐ Schedule window confirmed
- ☐ Production owner accepts handoff

Design notes

- Do not schedule incomplete work just to make the board look full.
- Track the blocking reason when a sold job is not ready.
- Use readiness to improve forecasting; do not replace the forecast.

How to use it. Do not complete this from memory in a conference room. Pull up one active or recently completed record and test the checklist against what actually happened. Any item that repeatedly needs a text, a side spreadsheet, or an owner stepping in is a candidate for workflow redesign.

Want a real answer for your workflow? Book a free 30-minute Workflow Assessment at bradleyhankins.com/contact.