

30-Day Deployment Plan Templates (v1)

Autonomous Business Blueprint

Use this template set to launch a controlled 30-day implementation sprint.

Template 1 — 30-Day Sprint Charter

Program Name: _____

Start Date: _____

End Date (Day 30): _____

Executive Owner: _____

Program Lead: _____

Objective (30 days)

- Activate operating cadence
- Assign owners and accountability
- Implement reporting and escalation controls
- Launch priority automations

Success Criteria (must be measurable)

1. _____
2. _____
3. _____

Scope In

- _____
- _____

Scope Out

- _____
- _____

Template 2 — 11-Box Owner Activation Sheet

For each box list owner, backup, KPI, and first 30-day deliverable.

| Box | Primary Owner | Backup Owner | KPI Focus | Day-30 Deliverable |

|---|---|---|---|---|

| 1 Strategy/Demand | | | | |

2 Entitlements/Precon				
3 Design/Engineering				
4 Procurement				
5 Production				
6 QA/QC				
7 Logistics/Install				
8 Leasing/Revenue				
9 Finance/Controls				
10 Automation/AI				
11 Cross-Bucket Mgmt				

Template 3 — Week-by-Week 30-Day Plan

Week 1 (Setup)

- Confirm owner assignments
- Confirm role-based access
- Baseline KPI capture
- Launch daily summary template

Week 2 (Control)

- Start daily digest cadence
- Validate escalation workflow
- Publish issue/risk log
- Close top 3 blockers

Week 3 (Automation)

- Deploy top 3 high-impact automations
- Validate exception handling
- Run QA checks on outputs
- Tune workflows

Week 4 (Stabilize + Review)

- Complete Day-30 KPI review
- Document lessons learned
- Publish 60-day plan
- Executive signoff

Template 4 — Daily Execution Tracker

Date: _____

Completed Today

- _____
- _____

KPI Snapshot

- KPI 1: target ____ / actual ____
- KPI 2: target ____ / actual ____
- KPI 3: target ____ / actual ____

Blockers / Risks

- _____

Escalations Sent

■ Yes [] No

Details: _____

Next 24-Hour Priorities

1. _____
2. _____
3. _____

Template 5 — Escalation & Resolution Log

| Date | Box | Issue | Severity | Owner | Due Date | Status | Resolution |

|---|---|---|---|---|---|---|---|

|||||

Severity Definitions:

- RED = material risk to schedule/cost/safety
- AMBER = recoverable within 48 hours
- GREEN = monitored, low immediate impact

Template 6 — KPI Baseline + Day-30 Delta

| KPI | Baseline | Day 30 | Delta | Owner | Notes |

|---|---|---|---|---|---|

| Throughput |||||

| Cycle Time |||||

First-Pass Yield				
On-Time Delivery				
Lead-to-Lease				
NOI Variance				
Automation MTTR				

Template 7 — Automation Deployment Card (Per Workflow)

Workflow Name: _____

Problem Solved

Trigger

Input Systems

Output / Action

Exception Path

Owner

KPI Impact Target

Go-Live Date

Template 8 — Day-30 Executive Review

Summary

• Overall Status: On Track At Risk Off Track

• Top Wins:

1. _____

2. _____

• Critical Risks:

1. _____

2. _____

KPI Outcome

• KPI targets met: ____ / ____

Decision Required

■ Continue to 60-day scale phase

■ Hold and remediate

■ Reset scope

Executive Signoff

• Executive Owner: _____ Date: _____

• Program Lead: _____ Date: _____

Recommended Deployment Cadence (Locked)

• Daily box updates due: 18:00

• Executive digest: 18:15

• Weekly review: every Friday

• Day-30 formal review: end of sprint