

Eight Bucket Go-Live Checklist (Execution-Ready)

Use this to operationalize daily manager prompting + master dashboard closure loop

A. Governance Setup (Day 0)

- Assign final owner for each bucket and backup owner.
- Publish decision-rights matrix (decide/approve/escalate).
- Lock daily cadence: submissions at 18:00, digest at 18:15.
- Confirm response SLA windows for managers.

B. Data + Formulation (Day 0-1)

- Use one daily update template for all buckets.
- Define thresholds for ON_TRACK / WATCH / CRITICAL.
- Set required fields as mandatory (no blank blocker/ETA fields).
- Validate data feed into dashboard rollup JSON.

C. AI Prompting Rules (Day 1)

- Create trigger rules (schedule %, blocker age, NOI variance).
- Attach recovery playbook per trigger type.
- Auto-generate manager prompts with top 3 required actions.
- Route prompts to each manager channel once per day.

D. Closure Loop (Daily)

- Collect updates and lock submissions at cutoff.
- Run scoring engine and produce manager prompts + executive digest.
- Escalate unresolved critical blockers to executive owner.
- Record closure proof: moved/slipped/escalated/next-owner.

E. Weekly Improvement (Every 7 days)

- Publish blocker trend report by bucket and owner.
- Identify top 3 recurring failure modes.
- Update playbooks and thresholds based on observed outcomes.
- Reconfirm next week's risk priorities with owners.

Go-Live Success Criteria (must be true)

- 100% of buckets submit by cutoff for 5 consecutive days
- Manager prompts sent daily with owner acknowledgment $\geq 95\%$
- Critical blockers reduced week-over-week
- Executive digest delivered on time with actionable escalations