**Launch Readiness Checklist**

Part I: Utilize the given checklist to determine product launch readiness. Annotate your recommendations in Part II.

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| Product Launch Readiness Checklist | | |
| Launch Consideration | Readiness Criteria | Ready State (Yes/No) |
| Beta Plan | * Beta Plan completed. * Beta Plan approved. | Y |
| Beta Testing | * Beta test type determined. * Beta testing schedules established. | Y |
| Roles and Responsibilities | * Beta testing roles and responsibilities defined. * All participants committed. | Y |
| Success Metrics | * Beta testing success metrics defined. * KPIs meet SMART criteria. | N |
| Launch Plan | * Launch plan updates complete. * Launch plan finalized and approved. | Y |
| Sales and Channel | * Sales and channel launch requirements documented. * Assessment completed. | N |
| Customer Support | * Customer support launch requirements documented. * Assessment completed. | Y |
| Manufacturing and Operations | * Manufacturing and operation launch requirements documented. * Assessment completed. | N |
| Product Documentation | * All product documentation is updated and complete. * Product documentation available to all stakeholders. | N |
| Business Plan | * Business Plan updates completed. * Business Plan approved. | Y |
| Launch Decision | * Decision to launch approved. * All readiness assessments completed. | N |

Part II: List Readiness Issues and Recommendations

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| Readiness Issue | Recommendation |
| Defect found in the blower system, potential impact on multiple models. | Expedite communication with the supplier to confirm root cause and corrective actions. Establish a contingency plan (e.g., alternate supplier or repair strategy) before launch. |
| Packaging issue not resolved — military customer requires plain packaging for security, but alternative packaging not yet validated. | Finalize packaging testing immediately to meet military specifications and ensure shipping durability. Get customer approval on final design before launch. |
| Commercial marketing materials are incomplete. | Accelerate commercial marketing collateral development. Prioritize materials needed for early commercial prospects and align them with the updated product positioning. |
| Sales channels are unfamiliar with the new product and no prospect list is ready. | Quickly train key sales teams on the new mobile HVAC system. Provide a preliminary list of target commercial prospects within two weeks to jump-start commercial launch planning. |
| Commercial user manuals (for ship/boat HVAC systems) are still incomplete. | Prioritize the creation and review of commercial manuals. Release at least a basic version (even draft) for early adopters, with a full version finalized before the broader commercial rollout. |