

## Lab Launch Readiness Assessment Worksheet

Review Scenario Update IIIB. Perform a Launch Readiness Assessment for the Commercial Solar Water Heating launch.

A complete readiness assessment example is provided. Use the blank” Readiness Assessment Worksheet” that follows to complete your assessment.

### Readiness Assessment Example (3D Printer)

Launch Consideration	Readiness Criteria Product: 3D Printer
Beta Planning	<ul style="list-style-type: none"><li>• Beta Plan was completed and approved</li><li>• Launch date is set at 15 Mar 20xx.</li></ul>
Beta Testing	<ul style="list-style-type: none"><li>• Testing was completed at our development site</li><li>• Testing took place over a three-day period</li><li>• A Pilot test was conducted</li></ul>
Roles and Responsibilities	<ul style="list-style-type: none"><li>• Product Manager and development team led testing</li><li>• UX participated and conducted useability testing</li><li>• All observations and feedback were documented</li></ul>
Success Metrics	<ul style="list-style-type: none"><li>• All testers participated as planned</li><li>• Testing was delayed but completed in 3 hours</li><li>• All 3D printers were tested successfully</li><li>• Three minor feature upgrades were completed in a satisfactory manner</li></ul>
Launch Plan	<ul style="list-style-type: none"><li>• Launch plan updates are complete</li><li>• Launch plan approval is pending. Anticipate completion and approval by 14 Feb 20xx</li></ul>
Sales and Channel	<ul style="list-style-type: none"><li>• Sales and channel assessment completed</li><li>• All training requirements will be complete by 21 Feb 20xx</li></ul>
Customer Support	<ul style="list-style-type: none"><li>• Customer support assessment completed</li><li>• IT upgrades to support help desk scheduled for completion by 22 Feb 20xx.</li></ul>
Manufacturing and Operations	<ul style="list-style-type: none"><li>• Manufacturing &amp; Operations assessment completed</li><li>• Additional inventory requirements necessitate \$6000 in additional funding</li><li>• Funding request is under review</li></ul>
Product Documentation	<ul style="list-style-type: none"><li>• Product documentation is being updated</li><li>• Modifications based on beta testing feedback will be incorporated no later than 29 Feb 20xx</li></ul>
Business Plan	<ul style="list-style-type: none"><li>• Business Plan updates completed</li><li>• Business Plan approval pending modifications and updates</li></ul>
Launch Decision	<ul style="list-style-type: none"><li>• Decision to launch pending.</li><li>• Goal is to approve launch by 5 Mar 20xx.</li><li>• All action items being monitored</li></ul>

## Blank Lab Readiness Assessment Worksheet

Launch Consideration	Readiness Criteria
Beta Planning	<ul style="list-style-type: none"><li>Beta testing plan developed and approved, including testing objectives, participant recruitment, and test management.</li></ul>
Beta Testing	<ul style="list-style-type: none"><li>Completion of beta testing for all system configurations, with comprehensive testing reports and identified issues for resolution.</li></ul>
Roles and Responsibilities	<ul style="list-style-type: none"><li>Clear assignment of roles and responsibilities for key stakeholders involved in the launch, including product management, marketing, sales, customer support, manufacturing and operations, and engineering.</li></ul>
Success Metrics	<ul style="list-style-type: none"><li>Defined success metrics and key performance indicators (KPIs) established to measure the effectiveness of the launch and product performance post-launch.</li></ul>
Launch Plan	<ul style="list-style-type: none"><li>Comprehensive launch plan developed and finalized, outlining timelines, activities, and dependencies for a successful product launch.</li></ul>
Sales and Channel	<ul style="list-style-type: none"><li>Sales team trained and equipped with necessary product knowledge, marketing materials, and sales tools to effectively promote and sell the product. Distribution channels aligned and prepared for product availability.</li></ul>
Customer Support	<ul style="list-style-type: none"><li>Customer support team adequately staffed and trained to provide assistance and troubleshoot issues post-launch. Defined troubleshooting processes and resources in place to address customer inquiries and concerns.</li></ul>
Manufacturing and Operations	<ul style="list-style-type: none"><li>Manufacturing and operations processes optimized to ensure timely production and delivery of products to meet demand. Identified supply chain issues resolved, and contingency plans in place to mitigate potential disruptions.</li></ul>
Product Documentation	<ul style="list-style-type: none"><li>Product documentation updated to reflect any changes or improvements based on beta testing feedback. Clear and comprehensive user manuals and guides provided to support customers in using the product effectively.</li></ul>
Business Plan	<ul style="list-style-type: none"><li>Business plan updated to incorporate insights from beta testing and address any issues or concerns identified during the testing phase. Alignment with strategic objectives and financial projections reviewed and confirmed.</li></ul>
Launch Decision	<ul style="list-style-type: none"><li>Final launch decision made based on the readiness assessment, ensuring that all criteria and prerequisites for a successful launch are met.</li></ul>