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)**

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| Launch Consideration | Readiness Criteria  Product: 3D Printer |
| Beta Planning | * Beta Plan was completed and approved * Launch date is set at 15 Mar 20xx. |
| Beta Testing | * Testing was completed at our development site * Testing took take place over a three-day period * A Pilot test was conducted |
| Roles and Responsibilities | * Product Manager and development team led testing * UX participated and conducted useability testing * All observations and feedback were documented |
| Success Metrics | * All testers participated as planned * Testing was delayed but completed in 3 hours * All 3D printers were tested successfully * Three minor feature upgrades were completed in a satisfactory manner |
| Launch Plan | * Launch plan updates are complete * Launch plan approval is pending. Anticipate completion and approval by 14 Feb 20xx |
| Sales and Channel | * Sales and channel assessment completed * All training requirements will be complete by 21 Feb 20xx |
| Customer Support | * Customer support assessment completed * IT upgrades to support help desk scheduled for completion by 22 Feb 20xx. |
| Manufacturing and Operations | * Manufacturing & Operations assessment completed * Additional inventory requirements necessitate $6000 in additional funding * Funding request is under review |
| Product Documentation | * Product documentation is being updated * Modifications based on beta testing feedback will be incorporated no later than 29 Feb 20xx |
| Business Plan | * Business Plan updates completed * Business Plan approval pending modifications and updates |
| Launch Decision | * Decision to launch pending. * Goal is to approve launch by 5 Mar 20xx. * All action items being monitored |

**Blank Lab Readiness Assessment Worksheet**

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| Launch Consideration | Readiness Criteria |
| Beta Planning | * Beta testing plan developed and approved, including testing objectives, participant recruitment, and test management. |
| Beta Testing | * Completion of beta testing for all system configurations, with comprehensive testing reports and identified issues for resolution. |
| Roles and Responsibilities | * 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. |
| Success Metrics | * Defined success metrics and key performance indicators (KPIs) established to measure the effectiveness of the launch and product performance post-launch. |
| Launch Plan | * Comprehensive launch plan developed and finalized, outlining timelines, activities, and dependencies for a successful product launch. |
| Sales and Channel | * 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. |
| Customer Support | * 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. |
| Manufacturing and Operations | * 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. |
| Product Documentation | * 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. |
| Business Plan | * 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. |
| Launch Decision | * Final launch decision made based on the readiness assessment, ensuring that all criteria and prerequisites for a successful launch are met. |