

THE GRAVITY RESTAURANT LEADERSHIP SYSTEM



The Gravity Implementation & Verification System

Thirty editable, print-ready operating tools for installing The Standard, verifying adoption, closing gaps, and protecting progress.

FORMS AND TEMPLATES LIBRARY

Published by Thomas Monroe Books

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How to Use This Forms Library

Use GRV-IV to implement one approved goal or system at a time. Customize owners, roles, sources, acceptance criteria, evidence, sampling, access, retention, approvals, qualified reviewers, and review cadence before release. Maintain one controlled editable master and remove conflicting local versions.

1. Begin with GRV-IV01 and follow the seven-step goal path unless an approved gate record shows that an earlier step is already controlled.
2. Confirm the owning system, authority, scope, boundary, dependency, source version, and qualified-review route.
3. Define decision-ready evidence before collecting it; record unknowns and limitations without turning them into zeros or assumptions.
4. Pilot material changes at bounded scale before rollout unless an authorized emergency process applies.
5. Verify adoption through representative evidence, not attendance, announcement, or document publication alone.
6. Close corrective action only after effectiveness is verified; certify only the defined scope and period supported by current evidence.

READINESS BOUNDARY GRV-IV28 records an internal management sign-off. It does not create an ISO certification, regulatory approval, food-safety permit, legal opinion, financial assurance, employment decision, or independent third-party attestation.

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Goal & Outcome Charter

Tool ID	GRV-IV01	Owner	Executive Sponsor
Goal step	Name the Goal	Frequency	Per implementation

Purpose: Defines the intended outcome, reason, decision owner, beneficiaries, time horizon, and conditions that make the goal complete.

GOAL

Goal ID	_____	Decision owner	_____
	-		-
Outcome	_____	Beneficiaries	_____
	-		-
Why now	_____		
	-		

COMPLETION

Time horizon	_____	Success condition	_____
	-		-
Non-negotiables	_____	Safeguards	_____
	-		-
Decision date	_____		
	-		

CONTROL

Sponsor	_____	Implementation lead	_____
	-		-
Review cadence	_____	Approval	_____
	-		-
Next gate	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV01. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Stakeholder & Decision Owner Map

Tool ID GRV-IV02
Goal step Name the Goal

Owner Implementation Lead
Frequency Per implementation; update on change

Purpose: Identifies affected roles, accountable decision owners, contributors, reviewers, communication needs, and unresolved authority.

STAKEHOLDERS

Map ID	_____	Goal ID	_____
	-		-
Affected role/group	_____	Interest/impact	_____
	-		-
Voice route	_____		
	-		

AUTHORITY

Accountable owner	_____	Decision rights	_____
	-		-
Contributor	_____	Qualified reviewer	_____
	-		-
Backup owner	_____		
	-		

ENGAGEMENT

Communication need	_____	Timing	_____
	-		-
Unresolved authority	_____	Escalation	_____
	-		-
Next review	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV02. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Scope, Boundary & Dependency Record

Tool ID	GRV-IV03	Owner	Implementation Lead
Goal step	Name the Goal	Frequency	At charter; on change

Purpose: Controls what is included, excluded, dependent on another system, restricted, or subject to qualified approval.

SCOPE

Scope ID	_____	Goal ID	_____
	-		-
Included	_____	Excluded	_____
	-		-
Location/population	_____		
	-		

BOUNDARY

Owning system	_____	Restricted subject	_____
	-		-
Qualified approval	_____	Dependency	_____
	-		-
Assumption	_____		
	-		

CONTROL

Change trigger	_____	Owner	_____
	-		-
Due date	_____	Approval	_____
	-		-
Version	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV03. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Implementation Case & Success Measures

Tool ID GRV-IV04
Goal step Name the Goal

Owner Sponsor/Finance Owner
Frequency At approval; quarterly

Purpose: Connects the goal to operational need, expected value, baseline, measures, safeguards, costs, and a decision to proceed.

CASE

Case ID	_____	Operational need	_____
	-		-
Sponsor	_____	Baseline	_____
	-		-
Expected value	_____		
	-		

MEASURES

Outcome measure	_____	Process measure	_____
	-		-
Balancing measure	_____	Cost/resource	_____
	-		-
Safeguard	_____		
	-		

DECISION

Options	_____	Recommendation	_____
	-		-
Approval	_____	Decision date	_____
	-		-
Next gate	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV04. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Current-State Evidence Review

Tool ID GRV-IV05
Goal step Face the Gap

Owner System Owner
Frequency At baseline; major review

Purpose: Builds an evidence-backed picture of current performance, practice, records, sources, limitations, and unknowns.

REVIEW

Review ID	_____	System/process	_____
	-		-
Period	_____	Reviewer	_____
	-		-
Data through	_____		
	-		

EVIDENCE

Current result	_____	Current practice	_____
	-		-
Records/source	_____	Variation	_____
	-		-
Known limits	_____	Unknowns	_____
	-		-

BASELINE

Baseline value/state	_____	Confidence	_____
	-		-
Evidence gap	_____	Owner	_____
	-		-
Next review	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV05. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Gap, Cause & Constraint Analysis

Tool ID GRV-IV06
Goal step Face the Gap

Owner Implementation Lead
Frequency Per material gap

Purpose: Separates the observed gap from contributing causes, capacity limits, incentives, handoffs, variation, and unsupported assumptions.

GAP

Analysis ID	_____	Desired state	_____
	-		-
Observed state	_____	Gap	_____
	-		-
Impact	_____		
	-		

CAUSE

People	_____	Process	_____
	-		-
Standard	_____	Capacity	_____
	-		-
Handoff	_____	Incentive/pressure	_____
	-		-

CONSTRAINT

Verified cause	_____	Assumption	_____
	-		-
Constraint	_____	Test	_____
	-		-
Decision	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV06. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Risk, Barrier & Readiness Assessment

Tool ID GRV-IV07
Goal step Face the Gap

Owner Risk/System Owner
Frequency Before design and launch

Purpose: Assesses adoption barriers, operating risk, people impact, timing, capacity, dependencies, and readiness without hiding dissent.

READINESS

Assessment ID	_____	Scope	_____
Assessor	_____	Date	_____
Readiness level	_____		

RISK/BARRIER

Barrier	_____	Risk	_____
People impact	_____	Capacity	_____
Dependency	_____	Dissent/concern	_____

RESPONSE

Mitigation	_____	Owner	_____
Due date	_____	Qualified review	_____
Gate decision	_____		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next gate/review	_____

Control note: Use the approved version of GRV-IV07. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Priority & Sequencing Decision

Tool ID GRV-IV08
Goal step Face the Gap

Owner Sponsor/Implementation Lead
Frequency At planning; on material change

Purpose: Ranks gaps and chooses the work sequence using impact, urgency, dependency, effort, risk, and reversibility.

PRIORITY

Decision ID	_____	Candidate gap	_____
	-		-
Impact	_____	Urgency	_____
	-		-
Dependency	_____		
	-		

SEQUENCE

Effort	_____	Risk	_____
	-		-
Reversibility	_____	Prerequisite	_____
	-		-
Order	_____		
	-		

DECISION

Selected work	_____	Deferred work	_____
	-		-
Reason	_____	Owner	_____
	-		-
Review trigger	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV08. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Standard Definition & Acceptance Criteria

Tool ID GRV-IV09
Goal step Set the Standard

Owner System Owner
Frequency Before build; on revision

Purpose: Translates the goal into observable requirements, tolerances, evidence, ownership, exceptions, and acceptance criteria.

STANDARD

Standard ID	_____	Purpose	_____
	-		-
Owner	_____	Applies to	_____
	-		-
Effective date	_____		
	-		

CRITERIA

Required action	_____	Acceptance criteria	_____
	-		-
Tolerance	_____	Evidence	_____
	-		-
Exception	_____		
	-		

CONTROL

Verifier	_____	Review frequency	_____
	-		-
Approval	_____	Version	_____
	-		-
Next review	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV09. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Source Authority & Version Control Record

Tool ID GRV-IV10
Goal step Set the Standard

Owner Standards Owner
Frequency Per controlled standard

Purpose: Names the controlling source, authority, owner, effective date, superseded version, distribution, and review trigger.

AUTHORITY

Control ID	_____	Standard ID	_____
	-		-
Controlling source	_____	Issuing authority	_____
	-		-
Source date	_____		
	-		

VERSION

Current version	_____	Effective date	_____
	-		-
Supersedes	_____	Owner	_____
	-		-
Distribution	_____		
	-		

REVIEW

Change trigger	_____	Affected tools	_____
	-		-
Archive location	_____	Approval	_____
	-		-
Next check	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV10. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Evidence, Measurement & Sampling Plan

Tool ID GRV-IV11
Goal step Set the Standard

Owner Verification Lead
Frequency Before pilot; on measure change

Purpose: Defines what evidence is credible, how it is collected, sampled, protected, calculated, reviewed, and retained.

MEASURE

Plan ID	_____	Goal/standard ID	_____
	-		-
Measure	_____	Definition	_____
	-		-
Decision use	_____		
	-		

EVIDENCE

Source	_____	Collection method	_____
	-		-
Sample	_____	Frequency	_____
	-		-
Limitations	_____	Protection/retention	_____
	-		-

REVIEW

Collector	_____	Verifier	_____
	-		-
Threshold	_____	Escalation	_____
	-		-
Approval	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV11. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Approval, Exception & Change-Control Plan

Tool ID GRV-IV12
Goal step Set the Standard

Owner Change Authority
Frequency Before launch; per change

Purpose: Controls approvals, temporary exceptions, emergency changes, permanent revisions, affected records, communication, and re-verification.

APPROVAL

Plan ID	_____	Change authority	_____
	-		-
Required approvals	_____	Decision limits	_____
	-		-
Emergency route	_____		
	-		

EXCEPTION

Exception criteria	_____	Owner	_____
	-		-
Expiration	_____	Safeguard	_____
	-		-
Evidence	_____		
	-		

CHANGE

Change ID	_____	Affected records	_____
	-		-
Communication	_____	Re-verification	_____
	-		-
Close date	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV12. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Process & Control Design Map

Tool ID	GRV-IV13	Owner	Process Owner
Goal step	Build the System	Frequency	During design; annual

Purpose: Maps inputs, steps, owners, control points, outputs, evidence, failure modes, and feedback loops.

PROCESS

Map ID	_____	Input	_____
Trigger	_____	Output	_____
Process owner	_____		

CONTROL DESIGN

Step	_____	Owner	_____
Control point	_____	Evidence	_____
Failure mode	_____	Escalation	_____

FEEDBACK

Measure	_____	Review forum	_____
Correction	_____	Change route	_____
Approval	_____		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next gate/review	_____

Control note: Use the approved version of GRV-IV13. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Ownership, RACI & Escalation Matrix

Tool ID	GRV-IV14	Owner	Implementation Lead
Goal step	Build the System	Frequency	Before pilot; on role change

Purpose: Assigns accountable ownership, responsible work, consultation, information, backup coverage, decision rights, and escalation.

ROLE

Matrix ID	_____	Work/decision	_____
	-		-
Accountable	_____	Responsible	_____
	-		-
Consulted	_____		
	-		

COVERAGE

Informed	_____	Backup	_____
	-		-
Decision right	_____	Escalation trigger	_____
	-		-
Response time	_____		
	-		

CONTROL

Conflict	_____	Resolution	_____
	-		-
Owner	_____	Approval	_____
	-		-
Review date	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV14. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Resource, Capacity & Budget Readiness

Tool ID GRV-IV15

Goal step Build the System

Owner

Sponsor/Resource Owners

Frequency

Before pilot and launch

Purpose: Confirms time, staffing, tools, facilities, technology, budget, support, contingency, and capacity constraints.

READINESS

Review ID

-

Implementation

-

Owner

-

Required date

-

Status

-

RESOURCES

People/time

-

Tools/technology

-

Facilities

-

Budget

-

Support

-

Capacity limit

-

DECISION

Gap

-

Contingency

-

Owner

-

Due date

-

Go/no-go

-

MANAGEMENT REVIEW

Reviewed by

-

Review date

-

Decision/action

-

Next gate/review

-

Control note: Use the approved version of GRV-IV15. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Tool, Form & Record Configuration

Tool ID GRV-IV16
Goal step Build the System

Owner System/Records Owner
Frequency Before pilot; on change

Purpose: Configures approved tools, fields, IDs, access, retention, workflow, integrations, and removal of conflicting drafts.

CONFIGURATION

Config ID	_____	Tool/form	_____
	-		-
Owner	_____	Version	_____
	-		-
Workflow	_____		
	-		

RECORD CONTROL

Required fields	_____	Record ID	_____
	-		-
Access	_____	Retention	_____
	-		-
Integration	_____	Archive/remove	_____
	-		-

VERIFICATION

Test	_____	Result	_____
	-		-
Gap	_____	Approval	_____
	-		-
Release date	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV16. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Pilot & Prelaunch Readiness Review

Tool ID	GRV-IV17	Owner	Sponsor/Verification Lead
Goal step	Build the System	Frequency	Before launch

Purpose: Tests the standard at bounded scale and decides whether evidence supports revise, retest, launch, or stop.

PILOT

Pilot ID	_____	Scope	_____
	-		-
Dates	_____	Owner	_____
	-		-
Entry criteria	_____		
	-		

EVIDENCE

Standard tested	_____	Sample	_____
	-		-
Result	_____	Adoption	_____
	-		-
Risk/incident	_____	Limitations	_____
	-		-

GATE

Correction	_____	Retest	_____
	-		-
Launch condition	_____	Decision	_____
	-		-
Approved by	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV17. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Role-Based Learning & Communication Plan

Tool ID GRV-IV18

Goal step Train the People

Owner

Training/Communication Owner

Frequency

Before rollout; on change

Purpose: Defines what each role must know, do, receive, practice, question, and retain before controlled authority is released.

AUDIENCE

Plan ID

Role/group

Required outcome

Prior knowledge

Access need

LEARNING

Know

Do

Practice

Job aid

Question route

Communication

CONTROL

Owner

Delivery date

Evidence

Release condition

Review

MANAGEMENT REVIEW

Reviewed by

Review date

Decision/action

Next gate/review

Control note: Use the approved version of GRV-IV18. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Trainer Readiness & Delivery Control

Tool ID GRV-IV19
Goal step Train the People

Owner Training Owner
Frequency Before each delivery cycle

Purpose: Verifies trainer authority, content version, competence, delivery conditions, accessibility, questions, and unresolved issues.

TRAINER

Control ID	_____	Trainer ID	_____
	-		-
Authority	_____	Content version	_____
	-		-
Readiness date	_____		
	-		

DELIVERY

Audience	_____	Method	_____
	-		-
Accessibility	_____	Practice	_____
	-		-
Questions	_____	Unresolved issue	_____
	-		-

VERIFICATION

Observation	_____	Evidence	_____
	-		-
Correction	_____	Approval	_____
	-		-
Next delivery	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV19. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Practice, Demonstration & Competency Record

Tool ID GRV-IV20
Goal step Train the People

Owner Trainer/System Owner
Frequency Per required competency

Purpose: Records real or realistic practice, observation, feedback, support, evidence, limitations, and competency decision.

PRACTICE

Record ID	_____	Person/role ID	_____
	—		—
Competency	_____	Scenario/work	_____
	—		—
Date	_____		
	—		

DEMONSTRATION

Standard	_____	Observed action	_____
	—		—
Result	_____	Feedback	_____
	—		—
Support	_____	Limitations	_____
	—		—

DECISION

Competency state	_____	Verifier	_____
	—		—
Next practice	_____	Authority release	_____
	—		—
Review date	_____		
	—		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	—		—
Decision/action	_____	Next gate/review	_____
	—		—

Control note: Use the approved version of GRV-IV20. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Support, Reinforcement & Adoption Plan

Tool ID	GRV-IV21	Owner	Manager/System Owner
Goal step	Train the People	Frequency	At rollout; weekly until stable

Purpose: Provides job aids, coaching, help routes, reinforcement, listening, adoption signals, and targeted recovery after training.

SUPPORT

Plan ID	_____	Role/group	_____
	-		-
Owner	_____	Period	_____
	-		-
Adoption target	_____		
	-		

REINFORCEMENT

Job aid	_____	Coaching	_____
	-		-
Help route	_____	Reminder	_____
	-		-
Listening route	_____	Recognition	_____
	-		-

RECOVERY

Adoption signal	_____	Barrier	_____
	-		-
Targeted action	_____	Due date	_____
	-		-
Verification	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV21. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Launch & Controlled Rollout Plan

Tool ID GRV-IV22
Goal step Work the Standard

Owner Implementation Lead
Frequency Per rollout

Purpose: Sequences launch waves, entry criteria, owners, communications, data conversion, support, rollback, and go/no-go decisions.

ROLLOUT

Plan ID	_____	Scope/wave	_____
	-		-
Owner	_____	Launch date	_____
	-		-
Entry criteria	_____		
	-		

CONTROL

Communication	_____	Data/record change	_____
	-		-
Support	_____	Risk	_____
	-		-
Rollback trigger	_____	Exit criteria	_____
	-		-

DECISION

Readiness	_____	Open condition	_____
	-		-
Go/no-go	_____	Approved by	_____
	-		-
Next wave	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV22. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Daily/Weekly Implementation Control

Tool ID	GRV-IV23	Owner	System Owner
Goal step	Work the Standard	Frequency	Daily/weekly during rollout

Purpose: Creates a short operating review for adoption, exceptions, risks, support, actions, evidence, and next decisions.

REVIEW

Review ID	_____	Date/period	_____
Chair	_____	Scope	_____
Data through	_____		

CONTROL

Adoption	_____	Exceptions	_____
Risk	_____	Support demand	_____
Overdue action	_____	Evidence gap	_____

DECISION

Continue/change/stop	_____	Owner	_____
Due date	_____	Verification	_____
Next review	_____		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next gate/review	_____

Control note: Use the approved version of GRV-IV23. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Observation & Adoption Verification

Tool ID	GRV-IV24	Owner	Verification Lead
Goal step	Work the Standard	Frequency	Per sample plan

Purpose: Tests whether the approved standard is understood, available, used, recorded, supported, and producing the intended behavior.

OBSERVATION

Verification ID	_____	Standard ID	_____
Location/role	_____	Observer	_____
Date	_____		

ADOPTION

Available	_____	Understood	_____
Used	_____	Recorded	_____
Supported	_____	Result	_____

DECISION

Finding	_____	Evidence	_____
Limitation	_____	Correction	_____
Next sample	_____		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next gate/review	_____

Control note: Use the approved version of GRV-IV24. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Issue, Exception & Corrective Action Record

Tool ID	GRV-IV25	Owner	System Owner
Goal step	Work the Standard	Frequency	Per issue or exception

Purpose: Controls containment, cause review, correction, owner, due date, evidence, risk, escalation, and effectiveness verification.

ISSUE

Record ID	_____	Issue/exception	_____
Date	_____	Reporter/source	_____
Risk	_____		

ACTION

Containment	_____	Cause review	_____
Correction	_____	Owner	_____
Due date	_____	Escalation	_____

CLOSURE

Evidence	_____	Effectiveness check	_____
Residual risk	_____	Verified by	_____
Close date	_____		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next gate/review	_____

Control note: Use the approved version of GRV-IV25. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Internal Audit & Evidence Review

Tool ID	GRV-IV26	Owner	Audit/Verification Lead
Goal step	Protect the Progress	Frequency	Quarterly/annual; risk-based

Purpose: Uses a defined scope, criteria, sample, competent reviewer, findings, limitations, and evidence to assess implementation objectively.

AUDIT

Audit ID	_____	Scope	_____
	-		-
Criteria	_____	Auditor/reviewer	_____
	-		-
Dates	_____		
	-		

EVIDENCE

Sample	_____	Methods	_____
	-		-
Documents	_____	Interviews/ observation	_____
	-		-
Limitations	_____	Finding	_____
	-		-

CLOSE

Severity	_____	Corrective action	_____
	-		-
Owner	_____	Due date	_____
	-		-
Follow-up	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV26. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Effectiveness & Outcome Verification

Tool ID GRV-IV27

Goal step Protect the Progress

Owner

Sponsor/System Owner

Frequency

At milestone; quarterly

Purpose: Determines whether implementation is producing the intended outcome without unacceptable harm, distortion, or burden.

OUTCOME

Review ID

—

Goal ID

—

Period

—

Owner

—

Baseline

—

VERIFICATION

Outcome result

—

Process result

—

Balancing result

—

Attribution limits

—

Burden/harm

—

Evidence quality

—

DECISION

Effective status

—

Correction

—

Continue/scale/stop

—

Approval

—

Next review

—

MANAGEMENT REVIEW

Reviewed by

—

Review date

—

Decision/action

—

Next gate/review

—

Control note: Use the approved version of GRV-IV27. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

PROTECT THE PROGRESS | OPERATING TOOL

Readiness Certification & Management Sign-Off

Tool ID	GRV-IV28	Owner	Executive Sponsor
Goal step	Protect the Progress	Frequency	At gate; annual renewal

Purpose: Documents the internal management decision that defined readiness criteria are met, conditionally met, or not met.

CERTIFICATION

Certification ID	_____	System/scope	_____
	-		-
Gate	_____	Sponsor	_____
	-		-
Decision date	_____		
	-		

CRITERIA

Standard met	_____	Ownership active	_____
	-		-
Training verified	_____	Adoption verified	_____
	-		-
Issues controlled	_____	Evidence current	_____
	-		-

SIGN-OFF

Status	_____	Conditions	_____
	-		-
Expiration	_____	Signatories	_____
	-		-
Next review	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV28. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Sustainment, Review & Improvement Plan

Tool ID GRV-IV29
Goal step Protect the Progress

Owner System Owner
Frequency At handoff; quarterly

Purpose: Sets monitoring, ownership, review cadence, drift triggers, refresher work, audit frequency, improvement backlog, and change control.

SUSTAINMENT

Plan ID	_____	System	_____
	-		-
Owner	_____	Handoff date	_____
	-		-
Stable-state criteria	_____		
	-		

CONTROL

Monitoring	_____	Review cadence	_____
	-		-
Drift trigger	_____	Refresher	_____
	-		-
Audit	_____	Change control	_____
	-		-

IMPROVEMENT

Backlog priority	_____	Owner	_____
	-		-
Due date	_____	Evidence	_____
	-		-
Next review	_____		
	-		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
	-		-
Decision/action	_____	Next gate/review	_____
	-		-

Control note: Use the approved version of GRV-IV29. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.

Annual System Renewal & 180-Day Roadmap

Tool ID	GRV-IV30	Owner	Executive Sponsor
Goal step	Protect the Progress	Frequency	Annual

Purpose: Renews authority, standards, measures, ownership, improvement priorities, resources, milestones, and verification cadence.

RENEWAL

Renewal ID	_____	Planning year	_____
Sponsor	_____	System portfolio	_____
Review date	_____		

DECISION

Protect	_____	Retire	_____
Revise	_____	Priority gap	_____
Resource decision	_____	Authority renewal	_____

180-DAY ROADMAP

30-day milestone	_____	90-day milestone	_____
180-day outcome	_____	Owner	_____
Verification cadence	_____		

MANAGEMENT REVIEW

Reviewed by	_____	Review date	_____
Decision/action	_____	Next gate/review	_____

Control note: Use the approved version of GRV-IV30. Record criteria, source, sample, evidence, limitation, owner, decision, due date, and verification. An internal readiness decision does not replace qualified compliance, legal, safety, financial, employment, or third-party authority.