Is this workflow ready for production?

Use this scorecard to review one data or AI workflow before a release, a production review, or an operating handoff. The goal is to expose gaps and decide who will address them.

START WITH ONE WORKFLOW

Workflow or output _____

Business owner _____

Technical owner _____

Review date / stage _____

HOW TO USE IT

1. Bring the business owner and the people who build and operate the workflow together.
2. Mark each statement Ready, Needs work, Unknown, or Not applicable. Note evidence, not just intent.
3. Use the final page to assign an owner, next action, and review date for the most consequential gaps.

A Ready answer means the control exists and has evidence appropriate to the workflow. Unknown is a prompt to investigate. Mark Not applicable only when the team can explain why.

This is a discussion aid, not a certification, compliance determination, or guarantee of production readiness. The right controls depend on the workflow and its consequences.

The foundation

01 / CONSEQUENCE & OWNERSHIP

The purpose, users, and decisions that depend on this output are documented.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

The business and technical owners are named, and release decisions have an accountable approver.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

The team understands what happens if the output is wrong, late, unavailable, or misused.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

02 / DATA & DEPENDENCIES

Sources, downstream consumers, and critical upstream dependencies are identified.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

Quality and freshness requirements are agreed, with checks for missing, late, or incorrect data.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

The team can trace a representative output back to its inputs and key transformations.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

03 / ACCESS & SENSITIVE DATA

Access is limited to authorized people and services, and permissions have an owner.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

Sensitive data handling, retention, and sharing are defined for inputs, outputs, logs, and third-party services.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

The workflow has a documented way to review and revoke access.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

Running it in the real world

04 / TESTING & EVALUATION

Representative cases and known failure conditions have been tested against agreed acceptance criteria.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

For AI outputs, evaluations cover relevant errors, harmful or unsupported outputs, and changes over time; otherwise mark not applicable.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

A person with authority has reviewed the evidence and accepted unresolved risks.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

05 / MONITORING & RECOVERY

The team can detect consequential failures, quality issues, and unexpected behavior.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

Alerts have an owner and a clear escalation path, including human review when needed.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

A runbook describes how to pause, recover, roll back, and communicate during an incident; recovery has been exercised.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

06 / COST & OPERATING RESPONSIBILITY

The expected cost, capacity limits, and material cost drivers are understood and monitored.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

An operating owner has time and authority to maintain the workflow, dependencies, and documentation.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

There is a review cadence for incidents, changes, quality, access, and cost.

[ ] Ready [ ] Needs work [ ] Unknown [ ] Not applicable

What happens next?

Prioritize by consequence and uncertainty. A single unresolved issue can matter more than a long list of ready items; do not add up answers to make a release decision.

ADDRESS NOW

A consequential gap needs a decision or action before release or continued operation.

Gap / decision _____

Owner / next action _____

Due / review date _____

INVESTIGATE

The team lacks evidence or needs to understand the impact before deciding.

Gap / decision _____

Owner / next action _____

Due / review date _____

ACCEPT FOR THIS STAGE

The responsible owner understands the limitation, records the rationale, and sets a review date.

Gap / decision _____

Owner / next action _____

Due / review date _____

NEED A SECOND SET OF EYES?

Bring your questions to a 20-30 minute fit call. We can identify the most useful starting point for your workflow.

DISCUSS YOUR WORKFLOW >