

30-day implementation planner

Week	Action	Owner	Status	Review date	Evidence
1	Observe a representative manual baseline.		Not started		
1	Choose one task and record frequency, minutes and exceptions.		Not started		
1	Name the owner and reviewer; define trigger, sources and output.		Not started		
1	Agree prohibited actions, acceptance tests and rollback.		Not started		
2	Use approved or anonymized representative examples.		Not started		
2	Test missing fields, duplicates, changed records and out-of-scope requests.		Not started		
2	Check source accuracy, permissions and access removal.		Not started		
2	Give each defect an owner and retest date.		Not started		
3	Compare drafts with the manual process without duplicate live actions.		Not started		
3	Log corrections, errors, review time and unresolved cases.		Not started		
3	Check stop events and handoff; pause on prohibited actions.		Not started		
3	Update exception estimates from observations.		Not started		
4	Compare the whole workload, including review effort.		Not started		
4	Adopt, narrow the scope or stop using agreed evidence.		Not started		
4	Record accepted scope, known limits and manual fallback.		Not started		
4	Name the pause owner, review dates and update triggers.		Not started		

Acceptance tests and ownership

Scenario	Expected	Observed	Owner / retest
Complete normal input	Define before testing		
Missing required field	Define before testing		
Duplicate event	Define before testing		
Canceled / changed record	Define before testing		
No source / conflicting source	Define before testing		
Permission-restricted request	Define before testing		
Downstream failure	Define before testing		
Decision: adopt / adjust / stop	Define before testing		
Fallback and pause owner	Define before testing		
Next review date	Define before testing		