Onsite IT site readiness worksheet

Use this record for one planned onsite assignment. Confirm the scope window and dependencies before the named authority releases the visit. Keep credentials in approved systems.

Visit reference

Project or ticket reference

Visit reference

Site identifier and name

Form version

Site address or approved location reference

Prepared by

Last verified date time and time zone

Confirmed appointment

Local visit date YYYY MM DD

Time zone name and UTC offset

Confirmed local start time

Confirmed local end time

Window confirmed with and confirmation date time

Scope equipment and people

Approved work scope and explicit exclusions

Equipment parts tools and their confirmed location

Local access contact and approved contact route

Remote technical owner and approved contact route

Access building and receiving requirements

Onsite IT site readiness worksheet continued

Keep this page with the same visit record. Use continuation pages for additional entries.

Project site and visit reference from page 1

Readiness confirmation

Choose a state for each condition. Record current evidence and who verified it. A blank or unknown condition is not confirmed.

Condition	State	Evidence verifier and verification time
Equipment and approved scope	Unknown	
Site access and visit window	Unknown	
Instructions support and required checks	Unknown	

Blockers and unresolved conditions

Blocker or unknown and effect	Action owner	Due date time and time zone

Visit release decision

Release authority and role

Decision date time and time zone

Decision

Not released

Approved scope conditions and decision reference

The named authority releases only the confirmed scope. Keep any limits and open actions visible. Add continuation pages with the same references when needed.