ALL I.T. | R01 | Working form

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

DEMO PROJECT 01 - FICTIONAL

Visit reference

DEMO VISIT 01

Site identifier and name

Example Branch 01 - fictional

Form version

Example 1.0

Site address or approved location reference

Fictional training location - no real site

Prepared by

Example coordinator

Last verified date time and time zone

2026-11-15 14:00 UTC

Confirmed appointment

Local visit date YYYY MM DD

2026-11-18

Time zone name and UTC offset

America/Chicago UTC-06:00

Confirmed local start time

09:00

Confirmed local end time

11:00

Window confirmed with and confirmation date time

Example site contact and engineer
Confirmed 2026-11-15 14:00 UTC

Scope equipment and people

Approved work scope and explicit exclusions

Replace the prepared branch switch under remote direction.
Excluded: design changes and unrelated devices.

Equipment parts tools and their confirmed location

Prepared switch and approved port map at example rack.
Mount and patch leads confirmed by site contact.

Local access contact and approved contact route

Example site contact
Approved internal directory

Remote technical owner and approved contact route

Example network owner
Approved support bridge

Access building and receiving requirements

Site contact will open the equipment room at 08:45.
Receiving and escort confirmed.

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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

DEMO PROJECT 01 / Example Branch 01 / DEMO VISIT 01

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	Confirmed	Example site contact confirmed kit and port map. 2026-11-15 14:00 UTC
Site access and visit window	Confirmed	Example site contact confirmed 09:00 to 11:00. 2026-11-15 14:00 UTC
Instructions support and required checks	Blocked	Application test reviewer not confirmed. Example coordinator 2026-11-15 14:00 UTC

Blockers and unresolved conditions

Blocker or unknown and effect	Action owner	Due date time and time zone
Confirm the authorized application test reviewer. Validation cannot finish without this role.	Example IT lead	2026-11-17 12:00 UTC
No second blocker identified at this review.	Not applicable	Not applicable

Visit release decision

Release authority and role

Example change owner
Customer technical authority

Decision date time and time zone

2026-11-15
14:10 UTC

Decision

Hold pending action

Approved scope conditions and decision reference

Do not release the switch change yet.
Confirm test reviewer and recheck readiness.
Decision reference DEMO CHANGE 01.

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