PORTABLE HANDOFF

Executive Execution Brief

Decision first. Then readiness, bounded work, evidence and a review gate.

APPROVED DECISION / OBJECTIVE

PLAN OWNER

EXECUTION POSTURE

CURRENT BLOCKER

NEXT REVIEW GATE

GOVERNED POSTURES

NOT READY
A core control is missing.

RESEQUENCE
The current order is not executable.

EVIDENCE INCOMPLETE
The next decision lacks required evidence.

READY TO START / CONTINUE
The bounded tranche can be released or continued.

WORK + EVIDENCE + NEXT DECISION
DAYS 0-30

Make the plan executable

Resolve material prerequisites, ownership and baseline. Release only the earliest bounded tranche whose conditions are actually met.

WHAT WORK IS RELEASED?

WHAT EVIDENCE MUST IT PRODUCE?

DAY-30 GATE: continue / resequence / pause / escalate

WORK + EVIDENCE + NEXT DECISION
DAYS 31-60

Scale only what is now permitted

Continue work that cleared the first gate. Move blocked work rather than preserving a date that no longer reflects the dependency logic.

WHAT EXPANDS OR MOVES?

WHAT SUPPORTS OR CHALLENGES CONTINUATION?

DAY-60 GATE: continue / resequence / pause / escalate

WORK + EVIDENCE + NEXT DECISION
DAYS 61-90

Prepare the next decision

Close the bounded slice, expose unresolved items and prepare the next execution horizon without implying that external outcomes must be complete by Day 90.

WHAT FINISHES OR HANDS OFF?

WHAT REMAINS UNRESOLVED OR UNCERTAIN?

DAY-90 GATE: next horizon / change scope / pause / handoff

CONTROL AND REVIEW

Evidence, blockers and the next permitted action

Use this page during a review. It keeps dependency state, evidence and exceptions attached to the decision.

Critical dependencies + capacity

DEPENDENCY / PREREQUISITE	STATE	OWNER	EFFECT IF UNRESOLVED

Evidence required for the next decision

EVIDENCE OUTPUT	STATE	LIMITATION / CHALLENGE

Review gate

GATE QUESTION

REVIEWER / DECISION OWNER

CONTINUE | RESEQUENCE | PAUSE | ESCALATE | HANDOFF

Decision record

WHY THIS DECISION / EVIDENCE USED

WHAT WOULD CHANGE THE PLAN?

NEXT ACTION + OWNER

Meeting rules

- A milestone records progress; a review gate controls permission to proceed.
- A completed task can still be **EVIDENCE INCOMPLETE** when required evidence is missing.
- A blocked prerequisite, unresolved dependency, invalid phase order or unavailable material capacity should trigger resequencing.
- Day 90 prepares the next decision; it does not guarantee that external outcomes are complete.

> **Boundary:** use the workbook for repeated evidence/dependency management. If decision scope, cross-functional ownership or competing constrained capacity cannot be resolved inside the bounded plan, do not force a false sequence.