

One-Page *Delivery Plan*

A whole workstream can and should be framed on a single page. If it cannot, the thinking is not yet clear enough. This template forces the essential decisions into the open.

Workstream

Outcome

The single sentence describing what 'delivered' means for the business.

Ranked Milestones

M1..Mn in strict order, each with a date and an owner.

#	Milestone	Date	Owner
M1			
M2			
M3			
M4			
M5			

The Stretch

The one milestone or assumption that is genuinely ambitious.

Top Three Risks

Named, owned, each with a next action and a trigger date.

Risk	Owner	Next Action	Trigger Date

Dependencies

Who or what we rely on, and by when we need it.

Definition of Done

Including operational handover and SLA readiness — not just 'built' or 'code complete'.

The Weekly Question

Ask the team once a week: “Which milestone are we least sure about, and what would make it slip?” Reward the early red status over the late surprise — the quality of that conversation tells you how healthy this plan really is.

This is a companion resource to *Never Down: Leading Technology Operations Through Continuous Transformation* by Domenico Sannelli.