

01 | CHOOSE

Choose the model that matters

Bring one business-critical spreadsheet or model. Make its ownership, purpose, trigger, decision, and assessment boundary visible before deciding what to migrate.

ASSESSMENT BOUNDARY

This is a discovery and evaluation aid. Completing it does not establish that a model is correct, secure, compliant, production-ready, or suitable to migrate. Validate each relevant claim through named owners, controlled tests, and customer-held evidence.

01 Identify the model

MODEL OR WORKBOOK NAME

BUSINESS AREA

CURRENT LOCATION OR SYSTEM

DATE ASSESSED

02 Name the work it supports

COMPLETE THE CONTRACT

When _____ changes or occurs, this model helps _____ decide or produce _____ so that _____.

03 Why is it business-critical?

- ☐ Supports an operational decision
- ☐ Implements policy or contractual rules
- ☐ Produces an executive, regulatory, or customer-facing result
- ☐ Has no dependable replacement or fallback
- ☐ Allocates money, people, capacity, inventory, or time
- ☐ Coordinates more than one team or organization
- ☐ Is difficult to reconstruct after the fact
- ☐ Creates material impact when late, inconsistent, or unexplained

04 Name the responsible people

Responsibility	Named role or team	Confirmed?
Owns the business outcome		Yes / No
Owns source data		Yes / No
Owns formulas or model logic		Yes / No
Maintains interfaces or automations		Yes / No
Approves consequential decisions		Yes / No

05 Bound the assessment

INCLUDED

EXPLICITLY EXCLUDED

THE FIRST USEFUL MIGRATION OUTCOME WOULD BE

02 | REVEAL

Reveal the model as it exists today

The model may be one file in name but many implementations in practice. Inventory copies, interfaces, and important logic before choosing a future architecture.

01 Inventory copies and implementations

Copy or implementation	Location	Owner	Purpose or users	How synchronized	Unique logic?
					Yes / No / ?
					Yes / No / ?
					Yes / No / ?

TREATED AS AUTHORITATIVE

ACTUALLY USED MOST OFTEN

WHERE ANSWERS DISAGREE / HOW DIFFERENCES ARE RECONCILED

02 Map information crossing the boundary

Information	In / out	Source / destination	Manual / automated	Timing	Failure behavior

Check: copy/paste - email - shared drive - export - query - API - macro - dashboard - AI transformation - human re-entry

03 Make the important logic visible

Element	Example	Where it lives	Owner or source	Version known?
Source fact				Yes / No
Assumption				Yes / No
Formula / relationship				Yes / No
Rule / constraint				Yes / No
Override / judgment				Yes / No

04 Trace one consequential dependency

01	02	03	04	05
Changed fact	Calculation	Rule / constraint	Decision	View / action

Can the team identify every affected result and explain why it moved without reconstructing the process by hand? Yes / Partly / No / Unknown

03 | DEFINE

Define the shared model and boundary

A shared model does not require everyone to use the same interface. Agree which facts, relationships, rules, and results are canonical - and where external authority begins.

01 What should become shared?

Model element	Shared / canonical	Remains local	Needs discovery
Source identities and revisions	☐	☐	☐
Core calculations and relationships	☐	☐	☐
Rules, constraints, and assumptions	☐	☐	☐
Approved outputs and evidence history	☐	☐	☐
Role-specific views and permissions	☐	☐	☐

02 Assign ownership and draw the authority boundary

BUSINESS OWNER

OWNER OF SOURCE FACTS

WHO PROPOSES / REVIEWS / APPROVES A LOGIC CHANGE?

THE MODEL MAY CALCULATE OR COMPARE

THE MODEL MUST NOT

FINAL AUTHORITY BELONGS TO

03 Define the evidence record

☐ Facts used: source, time, revision

☐ Assumptions, rules, and constraints

☐ Dependency path and model version

☐ Alternatives accepted or rejected

☐ Uncertainty or missing information

☐ Approval and any AI review

☐ Observed outcome, if action occurred

☐ Exceptions and overrides

KEEP UNLIKE CLAIMS SEPARATE

Source fact -> assumption -> authored rule -> calculated result -> recommendation -> authorized decision -> observed outcome. An explainable result is not automatically correct.

04 Choose a disposition and bound the first slice

Component	Keep	Connect	Rebuild	Replace	Retire	Later	Reason
	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	

INCLUDE IN THE FIRST SLICE

DO NOT INCLUDE YET

EXISTING AUTHORITY / FALLBACK THAT REMAINS IN PLACE

04 | EVALUATE

Design a bounded pilot and decide readiness

Test one useful slice under controlled conditions. Record the baseline first, keep desired targets separate from observed results, and name who may continue, narrow, or stop.

ASSESSMENT BOUNDARY

This assessment identifies readiness questions; it is not an assurance statement. Technical controls alone do not establish correctness, fairness, policy legitimacy, security, compliance, or operational benefit. Validate relevant claims through named owners, agreed methods, controlled conditions, and inspectable evidence.

01 Write the pilot statement

For _____, use _____ facts and _____ logic to support _____ across _____ cases or period, without replacing _____ authority unless separately approved.

PILOT MODE: HISTORICAL / SYNTHETIC / SHADOW / LIMITED LIVE

EVIDENCE OWNER / GO-NO-GO AUTHORITY

02 Choose three to five measures

Measure	Current baseline	Observation method	Desired criterion	Observed result
Time from change to updated result				
Manual reconciliation effort				
Agreement across copies or views				
Correctness against approved cases				
Ability to reconstruct why it moved				

03 Confirm safeguards

- ☐ Source and rule owners confirmed
- ☐ Security and privacy review scoped
- ☐ External actions separately authorized
- ☐ Fallback or rollback path exists
- ☐ Approved correctness cases exist
- ☐ Human authority remains visible
- ☐ Exceptions and overrides recorded
- ☐ AI contribution identified and reviewed

04 Score readiness

Dimension	Ready	Needs work	Not yet	Evidence or next action
Ownership and authority	[]	[]	[]	
Sources, revisions, and visible logic	[]	[]	[]	
Copy and interface inventory	[]	[]	[]	
Evidence and bounded scope	[]	[]	[]	

DISPOSITION: READY / PREPARE / DISCOVER / REPAIR CURRENT MODEL / NOT APPROPRIATE

NEXT ACTION / OWNER / DUE DATE