

Source-of-Truth Rollout Checklist + Change Log

Domain Methods

WHAT THIS WORKSHEET IS FOR

Use this sheet once the new metric logic is directionally agreed and the team needs to move the answer across decks, dashboards, finance handoffs, and operating docs without reopening the trust break.

1. ROLLOUT SCOPE

- Metric or metric family in scope: _____
- Why this metric is changing now: _____
- Executive or board workflow affected: _____
- First official use date for the new answer: _____

2. SURFACE INVENTORY

- Board or exec deck still using old logic: _____
- Weekly operating pack still using old logic: _____
- Finance handoff or workbook still using old logic: _____
- Team spreadsheet, export, or scorecard still using old logic: _____
- Alerts, planning docs, or workflow thresholds still using old logic: _

3. CANONICAL ANSWER AND FALLBACK

- Approved definition in plain English: _____
- Official source path or system hierarchy: _____
- Named owner for cutover decisions: _____
- Temporary fallback rule if a surface cannot switch on time: _____
- When that fallback expires: _____

4. ROLLOUT LOG

- Surface: _____ Owner: _____ Cutover: _____

- Confidence during rollout: directional / decision-grade / board-grade

- Current blocker: _____

- Sunset rule for the old logic: _____

5. SEQUENCE AND COMMUNICATION

- Highest-blast-radius surface to move first: _____

- Which team needs an explicit confidence note? _____

- Who signs off before the old answer is removed? _____

- What parallel-run comparison will you keep, and for how long? _____

6. SUNSET CHECK

- Replacement survived agreed clean cycles: yes / no

- Remaining caveats documented in the rollout log: yes / no

- Business informed that old logic is archived: yes / no

- Legacy file, tab, or tile retired on: _____

SUGGESTED NEXT ROUTES

- Use Three Teams, Three Numbers when cross-functional definition and owner fights are still blocking rollout.

- Use Data Foundation when the rollout plan is sound but the warehouse, source syncs, or reporting plumbing still cannot carry it cleanly.