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## Broadcast Workflow Desk Readiness Checklist

*A short self-assessment for broadcasters preparing to change a system or process.*

Before a migration, platform change, or major workflow update, use these questions to see whether the organization has the operational basics in view. This is a starting point for discussion, not a full assessment.

**1. Workflow clarity**

- Can the teams involved explain how the current workflow operates from start to finish?
- Have the people who perform the work reviewed and validated the documented process?
- Are common exceptions and last-minute changes understood?

**2. Roles and handoffs**

- Is ownership clear at each major step?
- Do teams know who provides, reviews, approves, and acts on key information?
- Are handoffs between departments and systems understood?

**3. Information and systems**

- Do teams know which system or record is the source of truth?
- Are the systems and downstream teams affected by a change identified?
- Are required data, timing, and delivery expectations clear?

**4. Decisions and preparation**

- Are open questions and decisions documented with an owner?
- Have differences across channels, markets, or platforms been considered?
- Are testing, training, and staff communication needs understood?

| Area | Ready | Needs attention | Not sure |
|---|---|---|---|
| Workflow clarity | ☐ | ☐ | ☐ |
| Roles and handoffs | ☐ | ☐ | ☐ |
| Information and systems | ☐ | ☐ | ☐ |
| Decisions and preparation | ☐ | ☐ | ☐ |

If several areas need attention, the organization may benefit from documenting the current workflow and resolving key questions before the implementation moves forward. A workflow readiness review can help teams identify dependencies, clarify ownership, and define practical next steps.