



E-books (Post-Award) in 8 milestone-based blocks

Block 1 – An operational foundation + Sprint-ready (E-book 1: Week 0 + Week 1)

What you'll have by the end of this block:

- A clearly defined **grant / case** (real or simulated) with a **measurable 30-day goal** and a clear, near-term **deadline**
- A **diagnosis** (top 3 pain points) backed by **evidence**, plus **quick wins** to get moving without guesswork or “hot takes”
- A **minimum viable repository / data room** with:
 - a standard folder structure (by function)
 - **naming conventions + basic version control**
 - a **missing docs list** with **owner + due date**
- A realistic **calendar** with minimum operating blocks (ops / evidence / reporting) and **owners by function**
- A complete **IGROW** on one real issue (reporting/evidence/budget vs. actuals/procurement/subgrants)
- A **2-week Sprint Plan** with:
 - **2-4 verifiable outputs**
 - a clear **Definition of Done** for each output
 - **expected evidence (link)**
 - owners + dates
 - a tight backlog (10-15 tasks) and a blockers log
- A minimal **Weekly Ops** ritual that ends with **decisions, owners, and next steps**

Result: your post-award stops running on “memory and WhatsApp” and starts running on **evidence-backed outputs**.

Block 2 – Clean coordination: 1 A per row (E-book 2: Week 2)

What you'll achieve:

- A **post-award RACI** (12-15 rows) for reporting/compliance with a non-negotiable rule: **exactly 1 “A” per row**
- A **critical handoffs** table (what / format / when / where) to eliminate the “I thought you were doing it...”
- **Rules of engagement (SLAs + escalation)** (24h/48h recommended) so “Consulted” doesn’t turn into a blocker
- A **T-10 → T-0 simulation** (report week) to prove the process works with a real calendar

Result: fuzzy coordination ends; reporting stops living in chats and becomes an operable process.

Block 3 – Weekly visibility (E-book 3: Week 3)

What you'll achieve:

- An operational **tracker v1** (min. 15 real tasks) with:
 - owner + due date + status
 - **evidence (link)**
 - blockers with **next action + unblocking date**
- A minimum **Definition of Done** (4–6 task types) to eliminate “almost done”
- A minimum ritual cadence to keep the system alive:
 - **Weekly Ops**
 - **Blockers triage**
 - **Reporting checkpoint** (one section per week)
- A blockers log that turns blockers into actions (not complaints)

Result: anyone can answer in 30 seconds: **what's due, what's blocked, and what's Done (with a link).**

Block 4 – Traceable evidence (E-book 4: Week 4)

What you'll achieve:

- A **Data Room** set up/adjusted for reporting and audit with **owners for each critical folder**
- **Naming + versioning** applied (10+ files) so evidence is findable in seconds
- An **Evidence Map v1** connecting **outputs/activities → evidence → report section**, including:
 - real links (or **Missing** status with owner + due date)
 - traceability ready for review
- A **minimum evidence checklist** (MEL/Finance/Procurement/Partners) + evidence tickets to close gaps

Result: reporting stops being a scavenger hunt; **evidence is designed, filed, and linked.**

Block 5 – Repeatable reporting (E-book 5: Week 5)

What you'll achieve:

- A reusable **Reporting Pack** with:
 - a snapshot of donor requirements (what they ask for: sections/tables/annexes)
 - a ready-to-use base **template**
 - a **cross-consistency checklist** (narrative vs indicators vs finance vs annexes)
- **One real report section v1** completed (3–5 rows) with **linked evidence** (and “Missing” items ticketed)
- Integration into the system: tracker tasks + a weekly **reporting checkpoint** with a report owner

Result: reporting shifts from a “traumatic event” to a **repeatable, consistent, audit-friendly product with links.**

Block 6 – Troubleshooting + change control (E-book 6: Week 6)

What you'll achieve:

- A prioritized **issue log** (facts + impact) with owner, next action, and due date
- A **change triage** that defines which deviations require a **formal change** and who approves
- A **change log + decision log** for minimum viable traceability (“who decided what and why”)
- A **30-day CAP** (max 5–12 actions) with:
 - action phrased as **verb + object**
 - owner + due date
 - **closure evidence (link)**
- A **4-week weekly follow-up board** + a mini **risk register (Top 5)** with actionable mitigation

Result: problems don't get “managed” – they get **closed with evidence**, with no surprises in reporting/audits.

Block 7 – Audit-ready closeout (E-book 7: Week 7)

What you'll achieve:

- A clear **definition of closeout** (5 minimum conditions), no vague language
- A final **audit-ready archive** with a navigable structure and a single **vFinal** rule
- An **Evidence Index** (table with exact links) to answer requests in minutes
- A **Closeout Checklist** by area with links (and actions if something is missing)
- An **Audit-Ready Pack** (“typical question → where it is → link”)
- **Lessons learned (1 page)** that ends in **v2 actions** (max 5) with owner + due date

Result: a real closeout is **navigable, traceable, and defensible** to donors/auditors–no digging through email chains.

Block 8 – Capstone + real adoption (E-book 8: Week 8)

What you'll achieve:

- A **Capstone Bundle** (final folder) that any third party can navigate, with **OO_START_HERE**
- A **1-page QuickStart** (weekly order of operations + non-negotiable rules + key links)
- A table of **triggers + approvals** (when each document is triggered and who approves)
- **Minimum metrics + 30/90-day targets** (adoption and improvement without bureaucracy)
- A **30/60/90 Playbook (1–2 pages)** with a real calendar, real owners, and a v2 roadmap (max 1–3 improvements)

Result: the system doesn't stay theoretical–it **gets used next week** because it has owners, a calendar, and metrics.

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