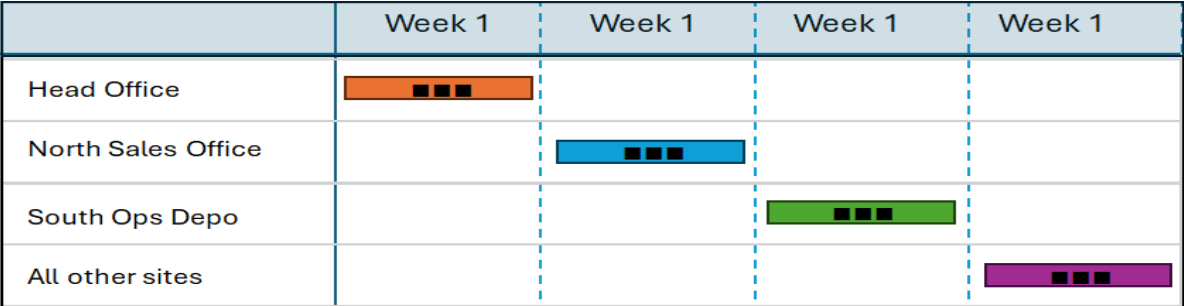## S1P4-2: Rollout Timeline – Example

**Purpose:**
Provide a clear, time-based view of when each unit or region will go live — enabling coordinated support, comms, and leadership visibility.

Example Rollout Table Format

| Week | Region / BU | Activities | Readiness Status | Notes |
|------|-------------|-----------|------------------|-------|
| Week 1 (Aug 5) | Head Office | Launch comms, complete training, pilot appraisals begin | ☑ Ready | Executive sponsor intro video shared |
| Week 2 (Aug 12) | North Sales Office | Manager training, self-assessments, feedback collection | 🟡 In Progress | 2 team leads yet to complete training |
| Week 3 (Aug 19) | South Ops Depo | Full rollout (incl. 360°) | 🔴 Not Ready | Survey system access still pending |
| Week 4 (Aug 26) | All other regions | Scale up, real-time support, issue tracking live | — | Dependent on issue closure in Week 3 |

Visual Format (Gantt-style snapshot)

| | Week 1 | Week 1 | Week 1 | Week 1 |
|------|--------|--------|--------|--------|
| Head Office | ■■■ | | | |
| North Sales Office | | ■■■ | | |
| South Ops Depo | | | ■■■ | |
| All other sites | | | | ■■■ |

Legend: ■■■ = Go-live & active rollout
Statuses: ☑ Ready, 🟡 In Progress, 🔴 Not Ready

**Usage Notes:**
Sync with S1P4-1 (training tracker) to gate readiness.
Tie each rollout to support windows (S1P4-3).
Update weekly with status checks from local leads.

Action-Response Principle (ARP)
Ref:S1P4-2