

# Harm Blindness Framework

## Implementation Checklist

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Purpose: This checklist guides you through implementing the Harm Blindness Framework in your organization. Work through each phase sequentially, checking off items as you complete them. **Estimated**

**Timeline: 8-12 weeks from start to full rollout**

### PHASE 1: PREPARATION

#### Leadership Alignment (Week 1)

- ☐ Executive sponsor identified and committed
- ☐ Leadership team reads full Harm Blindness Framework document
- ☐ Budget allocated for implementation (time, resources, potential delays)
- ☐ Authority structure defined (who can delay/cancel based on checkpoints)
- ☐ Cultural readiness assessed (psychological safety to raise concerns)

#### Team Structure (Week 1)

- ☐ Checkpoint facilitator(s) identified
- ☐ Facilitators have appropriate authority and skillset
- ☐ Project owners briefed on their responsibilities
- ☐ Stakeholder representative strategy defined
- ☐ Documentation owner assigned

#### Tools & Materials (Week 1-2)

- ☐ Checkpoint templates downloaded and customized
- ☐ Stakeholder mapping tools prepared
- ☐ Risk assessment worksheets ready
- ☐ Documentation system selected (wiki, docs, PM tool)
- ☐ Templates integrated into existing tools (Jira, Notion, etc.)

## Training (Week 2)

- ☐ Key personnel complete framework training
- ☐ Facilitators trained on running checkpoints
- ☐ Q&A session held to address concerns
- ☐ Common objections documented with responses
- ☐ Training materials prepared for broader rollout

## PHASE 2: PILOT PROGRAM

### Project Selection (Week 2-3)

- ☐ 2-3 pilot projects identified
- ☐ Projects are medium-complexity (not trivial, not mission-critical)
- ☐ Project teams briefed on pilot participation
- ☐ Pilot success criteria defined
- ☐ Evaluation metrics established

### Checkpoint Execution (Weeks 3-6)

#### For Each Pilot Project:

- ☐ Checkpoint 1 (Ideation) completed and documented
- ☐ Checkpoint 2 (Design) completed and documented
- ☐ Checkpoint 3 (Testing) completed and documented
- ☐ Checkpoint 4 (Launch) completed and documented
- ☐ Time spent on each checkpoint tracked
- ☐ Issues caught documented
- ☐ Participant feedback collected

### Pilot Evaluation (Weeks 7-8)

- ☐ All pilot checkpoint documentation reviewed for quality
- ☐ Time overhead calculated (should be <10% of project time)
- ☐ Issues caught vs missed analyzed
- ☐ ROI calculated (cost of catching issues early vs late)
- ☐ Team satisfaction surveyed
- ☐ Process improvements identified
- ☐ Checkpoint questions refined based on learnings
- ☐ Templates updated based on feedback

### PHASE 3: ROLLOUT

#### Process Refinement (Week 8-9)

- ☐ Checkpoint questions finalized for your context
- ☐ Documentation templates updated
- ☐ Integration with PM tools finalized
- ☐ Workflow integration documented (Agile, Waterfall, etc.)
- ☐ Success metrics defined for organization-wide tracking

#### Training Scale-Up (Week 9-10)

- ☐ Additional facilitators trained
- ☐ All project owners trained
- ☐ All technical leads briefed
- ☐ Organization-wide announcement made
- ☐ FAQ document created and distributed

#### Mandate & Monitoring (Week 10+)

- ☐ Framework mandated for all relevant projects
- ☐ Checkpoint completion integrated into Definition of Done
- ☐ Monitoring dashboard created
- ☐ Compliance tracking established
- ☐ Escalation path defined for non-compliance
- ☐ Success stories documented and shared

### PHASE 4: CONTINUOUS IMPROVEMENT

#### Quarterly Review Process (Ongoing)

Every Quarter, Review:

- ☐ Metrics Dashboard
- ☐ Are we hitting targets?
- ☐ What trends are emerging?
- ☐ Where are we struggling?
- ☐ Success Stories
- ☐ What did framework catch this quarter?
- ☐ What would have happened without it?
- ☐ Document for case studies

- ☐ Failure Analysis
- ☐ What harms occurred despite framework?
- ☐ What did we miss?
- ☐ How do we improve?
- ☐ Process Feedback
- ☐ What's working well?
- ☐ What's frustrating teams?
- ☐ How can we streamline?
- ☐ Framework Updates
- ☐ New checkpoint questions needed?
- ☐ Better templates available?
- ☐ Improved training materials?