

Evidence Management Setup Sprint

Helping small engineering and technical businesses turn scattered evidence, documentation and ownership into a clear, review-ready structure before external scrutiny.

Fixed-scope engagement	Evidence-first approach	Lightweight and practical
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When evidence exists but is hard to use

The common situation

Documentation often develops organically as projects progress. The problem usually appears only when someone asks for evidence quickly.

- Files spread across shared drives, inboxes and personal folders
- Unclear ownership of key records and actions
- Duplicate, outdated or difficult-to-locate information

Typical trigger points

- Customer assurance before awarding or renewing work
- Supplier approval requiring documented evidence
- The business begins ISO certification preparation
- An audit, project review, bid or due-diligence exercise
- Growth or personnel changes expose reliance on individual knowledge

The transformation

Before

“We know our evidence, documentation and ownership are scattered.”

Teams spend time searching, checking versions and confirming responsibility under pressure.

After

“We have a clear, review-ready structure for our evidence, documentation, ownership and actions.”

Information is easier to locate, responsibilities are clearer and next steps are visible.

Example management view



Example output using fictional demonstration data. The completed dashboard summarises evidence availability, ownership, actions and review status.

A focused sprint, not a heavy programme

ReadyState carries out the review, mapping, ownership clarification and implementation work, then leaves the client with a usable system and clear next steps.

What happens during the sprint?

1	2	3
Review current material Review existing evidence, documents, records and working practices.	Map evidence and locations Identify what exists, where it sits and how it is currently organised.	Clarify ownership Agree named owners, deputies and responsibilities for key evidence areas.
4	5	6
Highlight weak spots Turn missing, unclear or scattered information into practical observations.	Build the working structure Populate the evidence register, document map, ownership matrix and action tracker.	Handover and maintain Provide the completed system, concise reporting and an update routine.

What the client receives

Core outputs	Example working outputs
Evidence Management System: A populated workbook with dashboard, registers, ownership and actions. Management Readiness Summary: A concise senior-level snapshot of the current position and priorities. Readiness Report: A record of scope, work completed, observations and recommended next steps. Review-ready Evidence Index: A structured index showing what evidence exists, where it sits and who owns it. Maintenance and Handover Guide: Clear instructions for keeping the structure current after the sprint. Specialist signposting: Recommendations where formal interpretation, certification or technical support is needed.	Evidence registers Document map Ownership matrix Action tracker Management summary and readiness report

Best fit and service boundaries

Best fit	ReadyState does not
• Small engineering and technical businesses • Teams preparing for customer assurance, supplier approval, ISO certification preparation, audits or project reviews • Organisations that know information exists but need structure, visibility and ownership	• Certify compliance or conduct formal audits • Interpret laws, regulations or standards on the client's behalf • Provide legal advice, engineering sign-off or technical remediation • Replace specialist QMS, certification or compliance consultants
Turn scattered evidence into a clear, practical working structure.	