R16 · Maturity assessment and 90-day plan

What it is for. Identify verifiable improvements and assign them a short cycle.

When to use it. Before making a decision or updating the corresponding product. You can use a spreadsheet, a document or a notebook; no software licences are needed.

How to use it

1. Start with the real decision or question you need to resolve and set a cut-off date.

2. Fill in only what can be verified; write NOT VERIFIED when data is missing.

3. Separate observed facts, hypotheses and implications, and name a reviewer.

4. Keep the original version and record relevant changes when you update it.

YOUR WORK

Version: _____ Cut-off date: _____ Owner: _____

Dimension	Observable practice	Verifiable evidence	Level (0–3)	Relevant gap	Action	Owner	Date
Decisions							
Coverage							
Responsibilities							
Products and use							
Improvement							

90-day plan

Days 1–30: establish a baseline and owners. _____

Days 31–60: try out changes. _____

Days 61–90: measure, decide whether to keep / correct / revert. _____

Final check

☐ Is it clear which decision or need it serves?

☐ Can the evidence be located, and is it dated?

☐ Are uncertainties and limits made explicit?

☐ Can someone else repeat or review the work?

Mistake to avoid

Educational self-assessment: it does not represent a conformity audit against UNE 166006 or certification.

FICTIONAL EXAMPLE · NOT YOUR CONTENT

Company A case (educational simulation). Company A finds that sources are only reviewed when something is urgent. It sets up a fixed cadence, records coverage failures and measures three cycles before expanding the system.

entirely fictional case. The tools are for educational purposes; they do not represent an audit or certification.