

Sample site-readiness matrix

Version 1.0 · October 2026

ILLUSTRATIVE SAMPLE — fictional sites and records, not a customer deployment

Snapshot at Day 5. Ready means evidence reviewed; Hold means no dispatch; N/A needs an approved reason. The program manager releases a site only after every applicable gate is ready.

Example portfolio: three pilot sites covering mobile, fixed, and retrofit configurations, followed by a repeat-site wave. Dates are relative planning days, not a delivery commitment. Evidence IDs below demonstrate the record structure; they do not link to actual project files.

Site / configuration	Design / approvals	Power / network	Access / kit	Release / owner
SITE-001 · mobile pilot	Ready · placement plan D-001; property approval A-001	Ready · selected-unit power assessment P-001; cellular test N-001	Ready · receiving contact and kit K-001	Ready for pilot · program manager · Day 6
SITE-002 · fixed pilot	Ready · mounting review D-002; approval register A-002	HOLD · permanent supply verification P-002 missing; network ready	Ready · work window and kit K-002	HOLD · facilities lead · evidence due Day 8
SITE-003 · retrofit pilot	Ready · model, firmware and event-path bench test D-003	Ready · capacity and connection checks P-003 / N-003	Ready · operator witness and kit K-003	Ready for pilot · program manager · Day 7
SITE-004 · fixed repeat	HOLD · approved repeat design follows SITE-002 pilot	HOLD · site survey not complete	HOLD · kit release awaits approved design	Unscheduled · site lead · review Day 15

- Each site record also names the property approver, facilities lead, IT approver, field lead and operating/response provider. Store their contacts in the project channel.
- A release review checks placement and coverage, required permissions, power, connectivity, compatibility, equipment, access, response ownership and rollback arrangements. A percentage-complete score cannot override a hold.
- Mobile: validate placement, relocation access and selected-unit power/connectivity. Fixed: validate mounting, pathways and permanent supply. Retrofit: validate the exact camera/VMS versions and required functions.

Your planning notes — blank fields, not sample approvals

Your site ID / configuration / revision	Open gate / evidence reference
Action owner / due date	Release decision / approver / date

Actual deliverables, test criteria, responsibilities and dates follow the approved proposal and project plan.

Sample pilot acceptance checklist

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Day 12 review of SITE-001 through SITE-003. Agree test methods, measurable thresholds and witnesses before testing. The example results below are fictional; project requirements determine the actual pass criteria.

Check	Acceptance evidence	Sample result / owner
Coverage in agreed conditions	Approved zones, day/night observations and image references match the signed test plan.	PASS · T-01 · security lead
Detection and intended warning	Witness the configured trigger, correct zone, audio/light action and event timestamp; compare to approved limits.	PASS · T-02 · commissioning lead
Operator event path	Named response provider receives the event and demonstrates acknowledgment/voice-down when included in scope.	HOLD · T-03 · SITE-003 return-audio test failed; platform lead
Nuisance events and exclusions	Run the agreed non-target scenarios; log observations against the approved tolerance and privacy zones.	PASS · T-04 · security lead
Power / connectivity / recovery	Use an authorized test window; record loss indication, restoration and recovery against the selected design.	PASS · T-05 · facilities + IT
Recording and user access	Check agreed retention settings, playback/export, time synchronization and role access without sharing credentials.	PASS · T-06 · IT approver
Training and support handoff	Operator completes the agreed demonstration; support route and escalation owner are recorded.	PASS · T-07 · operations lead
Defects, retests and release	Link each failed test to a defect, corrective action, retest and approval; do not expand affected configurations.	HOLD · D-01 / T-03R pending · program manager

- Sample decision: hold portfolio wave release at Day 12. Platform lead owns D-01, correction and witnessed retest are planned for Day 13, and the security owner reviews release on Day 14. A planned retest is not a pass.
- Use Pass, Fail, Hold or approved N/A with reasons. Critical defects must be resolved before release. Any permitted minor exception needs an owner, due date and explicit acceptance; it cannot silently become complete.

Your planning notes — blank fields, not sample approvals

Your test plan / site / revision	Required threshold / witness
Defect / correction / retest evidence	Pilot decision / approver / date

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Illustrative sequence for the same four sites. Day numbers are working-day planning slots with no calendar commitment. Confirm durations, equipment lead times, crew capacity, work windows and local time zones before baseline approval.

Window	Activity / accountable owner	Dependency / release evidence
Days 1–3	Survey and scope · site leads + design lead	Site access confirmed; collect placement, infrastructure, operating and approval requirements.
Days 4–5	Approve pilot design and stage kits · program manager	Reviewed drawings/BOM, compatibility checks and received kits; SITE-002 remains on hold.
Days 6–7	Install mobile SITE-001 and retrofit SITE-003 · field lead	Individual readiness release; operator and IT booked; end-of-shift condition recorded.
Day 8 review / Day 9 reserved	Resolve supply hold; fixed SITE-002 installation · facilities / field lead	P-002 must be accepted before dispatch. If not accepted, move the reserved slot and notify the program manager.
Days 10–12	Witness all pilot tests · commissioning + security leads	Installations complete and test plan approved. Day 12 sample review holds release for D-01.
Days 13–14 reserved	Correct, retest and review pilot release · platform / security leads	T-03R must pass and revised work instruction must be approved. Dates alone do not release the wave.
Day 15 onward · uncommitted	Review repeat-site wave and SITE-004 · program manager	Pilot release plus SITE-004 readiness required. Assign installation dates only after both gates pass.

- Daily handoff: site ID, planned versus completed work, test evidence, current condition, open issue, next owner and next confirmed window. Capture photos against the approved shot list.
- If a prerequisite slips, record the impact, protect the site, and obtain an approved revised window. Keep the original baseline and change reference; never quietly mark a missed installation complete.

Your planning notes — blank fields, not sample approvals

Your site / local time zone / work window	Crew / site contact / operator availability
Predecessor / release evidence	Schedule change / impact / approver

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Sample closeout package

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Example index for SITE-001 after its individual acceptance. This site-level example does not clear the separate SITE-003 pilot hold. Files listed here are illustrative names, not actual customer documents.

Folder / example record	Contents / reviewer
00-Index / SITE-001-register-r1.pdf	Site ID, revision, file inventory and submission/acceptance status · program manager
01-Design / SITE-001-as-built-r1.pdf	Approved placement, device labels, coverage zones and changes from design · design lead
02-Assets / SITE-001-inventory-r1.pdf	Model, serial, firmware, asset ID, license/support references and warranty terms · asset owner
03-Installation / SITE-001-photo-log-r1.pdf	Location-tagged placement, mounting and labeling photos; relevant field test records · field lead
04-Tests / SITE-001-test-register-r1.pdf	Approved methods, results, witnesses and evidence references T-01 through T-07 · security + IT
05-Exceptions / SITE-001-issues-r1.pdf	Defect history, retests and any accepted exceptions with owners and dates · acceptance owner
06-Operations / SITE-001-handoff-r1.pdf	Operator training acknowledgment, response ownership, service contacts and secure credential-transfer reference · operations
07-Acceptance / SITE-001-release-r1.pdf	Separate physical-work, technical-test and operating-handoff decisions; customer acceptance and date · designated approvers

- Sample status: SITE-001 package submitted, reviewers accept revision 1, and its issue register contains no open items. The portfolio register still shows D-01 at SITE-003 as open. Site and program acceptance are distinct.
- Store the real package in the customer-approved repository with controlled access and revision history. Include only a secure-transfer receipt/reference for credentials, never passwords or access codes in this package.

Your planning notes — blank fields, not sample approvals

Your package location / site / revision

Missing record / owner / due date

Physical / technical / operating approvals

Customer acceptance / exceptions / date

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Documentation references

Original SRS examples informed by these public guides; no endorsement or certification is implied.

- [Axis Site Designer: installation reports](#)
- [Axis Camera Station Pro: installation verification](#)
- [WBDG: commissioning documents and acceptance](#)
- [ONVIF Profile T: supported and conditional functions](#)