

Coconut Radio Scoping Checklist (demo)

Scope an AI project before anyone starts building. A brilliant team can build almost anything from what is lying around; this page makes sure it is the thing you asked for.

1 Write the outcome first

- ☐ Finish the sentence: “When this works, [who] can [do what], and how much faster?”
- ☐ One outcome per project. Three outcomes means three projects
- ☐ Write it down before anyone opens a laptop

2 Define done

- ☐ A measure you can check in a demo, not a feeling
- ☐ The date you will check it
- ☐ What “good enough to ship” looks like

3 Who uses it

- ☐ Name the first team and one real person on it
- ☐ Describe how they do the job today
- ☐ Agree who supports it after launch

4 Data you need

- ☐ Each data source, and who owns it
- ☐ Access and privacy approval, before the build
- ☐ What happens when the data is wrong or missing

5 Out of scope

- ☐ List what you will not build this round
- ☐ Park the nice-to-haves on a later list
- ☐ Agree who can say yes to a change

6 Detour check

- ☐ At every review, ask: **does this get us off the island?**
- ☐ If a feature doesn’t move the outcome, write it down and move on
- ☐ Clever is welcome. Clever *and* on-scope is better

7 Sign-off

Business sponsor

Technical lead

Date

Tip from the breakout: if the build is impressive but nobody can say which outcome it serves, go back to block 1. It is cheaper there.