WORKFLOW · SAMPLE ENGAGEMENT

Day 1-2 to 15, *start to signed-off.*

A single engagement, scoped and delivered using only the files in the kit.

This is the engagement shape the kit is built around: a fifteen-day design system audit, scoped and delivered using only the files in the kit. Each phase names the artefacts you produce and what the client actually sees.

01 Scope

Day 1-2 · Two working days

Turn a vague concern about the design system into a bounded, priced audit.

WHAT YOU DO
— Discovery call - 45 minutes, prompts from Module 01
— Platform and product inventory agreed in the room
— Component count and coverage baseline established
— Proposal and statement of work issued the same day

WHAT YOU PRODUCE
— Signed proposal
— Agreed platform list
— Component inventory v0

CLIENT EXPERIENCE The client sees a one-page scope and a price, not a deck.

02 Inventory & score

Day 3-7 · Five working days

Score the eight dimensions against evidence, not against opinion.

WHAT YOU DO
— Component coverage matrix completed per platform
— Token audit - every hardcoded value traced or flagged
— Sixty criteria scored with an evidence reference each
— Two reviewers score independently, then reconcile

WHAT YOU PRODUCE
— Coverage matrix
— Token debt figure
— Scored instrument - 60 ratings

CLIENT EXPERIENCE The client sees nothing yet. Silence during fieldwork is deliberate.

03 Synthesis

Day 8-10 · Three working days

Read the profile shape and find the constraint.

WHAT YOU DO
— Dimension scores and the weighted health figure
— Profile plotted - area, symmetry, valleys, spikes
— Findings merged, de-duplicated, severity called
— Weakest-dimension rule applied to the roadmap order

WHAT YOU PRODUCE
— Health profile
— Ranked findings register
— Impact-effort matrix

CLIENT EXPERIENCE The client sees the shape and the one dimension holding the rest back.

04 Delivery

Day 11-15 · Five working days

Present, defend, and leave behind a roadmap engineering can pick up.

WHAT YOU DO
— 45-minute readout using the report template
— Recommendations in dependency order, with effort attached
— Quarterly roadmap agreed in the room
— Governance and contribution model revised with the team

WHAT YOU PRODUCE
— Audit report - 9 pages
— Quarterly roadmap
— Revised governance canvas

CLIENT EXPERIENCE The client sees a decision and an owner, not a document dump.

WHAT THE ENGAGEMENT ASSUMES

— Access to the real artefact, not a summary. Half of these criteria cannot be scored from a slide.

— One decision-maker who can sign the statement of work inside a week. A good audit dies in procurement.

— Evidence captured as you go, not reconstructed afterwards. A rating without a reference is provisional.

— A single readout slot booked on day one, before the fieldwork begins.