AKRITHOS

PRECISION AT SPEED

Let's scope what matters.

Tell us how your business works, where it gets stuck, and what a better result would look like.

01 PEOPLE	02 PROCESS	03 SYSTEMS
Who does the work	How the work happens	Tools, data and safety

A clear starting point

Use answers you already have. Keep replies brief. If you are not sure, say so. Akrithos can help identify what needs to be checked.

Answer in your own words. Notes are optional. If unsure, name someone who can help. Complete conditional questions only when relevant.

Save a copy and open it in a form-capable PDF reader. Tab moves between fields. Save again and return through the agreed channel. Long answers may scroll; attach longer notes labeled with the question ID.

Business / project

Prepared by / date

People helping complete this form

Name	Role	Phone	Email

Keep passwords, access keys and private customer records out of this form. Describe data types instead. Refer to earlier question IDs or documents you are allowed to share to avoid repeating information.

Next: we review your answers and agree on the problem, first phase and success measures. This form does not approve a build, grant system access or commit either party to a price or contract.

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PRECISION AT SPEED

People

Business and responsibility

Answer what you know. Use notes for a document reference or someone who can help.

Q01

What does your business do, and who are your customers?

List the main products or services and the customers they serve.

Notes / document / person who can help (optional)

Q02

What industry are you in?

Examples: construction, lending, healthcare or consulting.

Notes / document / person who can help (optional)

Q03

How many people work in the business?

Include full-time staff, part-time staff and contractors.

Notes / document / person who can help (optional)

Q04

Where are your business, customers and users located?

List countries and states or regions.

Notes / document / person who can help (optional)

People

Business and responsibility

Answer what you know. Use notes for a document reference or someone who can help.

Q05 **Who does this work now, and who would use the new tool?**

Name roles, including staff, customers and partners.

Notes / document / person who can help (optional)

Q06 **Who makes each project decision?**

Name the sponsor, budget approver, scope approver and person who accepts the finished work.

Notes / document / person who can help (optional)

Q07 **Who can approve access to the data and check the rules?**

Name the data owner and security, privacy or legal reviewer.

Notes / document / person who can help (optional)

Q08 **Who will own the tool after launch?**

Name the main owner, backup and support contact.

Notes / document / person who can help (optional)

People

Business and responsibility

Answer what you know. Use notes for a document reference or someone who can help.

Q09 **What training will users need?**

Say who needs training, how it will be delivered and whether it should continue.

Notes / document / person who can help (optional)

Q10 **What support do you need after launch?**

State support hours, response times and how serious problems will be handled.

Notes / document / person who can help (optional)

Q11 **How should we collect feedback and review progress?**

Name the contact, feedback channel and check-in schedule.

Notes / document / person who can help (optional)

Q12 **What steps are required to buy or approve this project?**

Include vendor review, contract review and anyone else who must sign off.

Notes / document / person who can help (optional)

Process

Need, work and results

Answer what you know. Use notes for a document reference or someone who can help.

Q13 ## What problem needs fixing?

Explain it in one sentence. AI may or may not be the right fix.

Notes / document / person who can help (optional)

Q14 ## What result matters most?

Choose the main goal: more revenue, less work or cost, better service, or less risk.

Notes / document / person who can help (optional)

Q15 ## Why does this matter now?

What happens if the problem is not fixed?

Notes / document / person who can help (optional)

Q16 ## How does the work happen today?

Describe the starting event, steps, handoffs and finished result.

Notes / document / person who can help (optional)

Process

Need, work and results

Answer what you know. Use notes for a document reference or someone who can help.

Q17 **Where does work slow down, repeat or depend on one person?**

Include repeated questions and knowledge that is not written down. What breaks if that person is away?

Notes / document / person who can help (optional)

Q18 **How often does the work happen, and how long does it take?**

Give cases per day or week, working time per case and waiting time.

Notes / document / person who can help (optional)

Q19 **What should the tool take in and produce?**

Give an example of the input and expected output. Say which steps it should help with.

Notes / document / person who can help (optional)

Q20 **What work is outside this project?**

List tasks or features we should leave out. Keep later ideas in the future-project section.

Notes / document / person who can help (optional)

Process

Need, work and results

Answer what you know. Use notes for a document reference or someone who can help.

Q21 **What decisions or actions must stay with a person?**

Name the reviewer and when approval is needed, including before a customer sees an answer.

Notes / document / person who can help (optional)

Q22 **What must the tool never do, and when should it hand off?**

List prohibited answers or actions and the situations that need a person.

Notes / document / person who can help (optional)

Q23 **What written guidance already exists?**

List instructions, templates, FAQs and approved wording. Name owners and mark each as approved, old or unfinished.

Notes / document / person who can help (optional)

Q24 **What unusual cases or failures must we plan for?**

Include missing data, a wrong answer, an unavailable system or an absent reviewer. Describe the harm a mistake could cause.

Notes / document / person who can help (optional)

Process

Need, work and results

Answer what you know. Use notes for a document reference or someone who can help.

Q25 **What is the current result, and where is it recorded?**

Give a number, unit, time period and source. Include error or rework rates where useful.

Notes / document / person who can help (optional)

Q26 **What target should the first pilot reach?**

Use the same measure as the baseline. Give the test period and realistic review time and ongoing costs.

Notes / document / person who can help (optional)

Q27 **What must the tool get right before you accept it?**

List normal and unusual examples to test, the passing limits and failures that would stop the pilot.

Notes / document / person who can help (optional)

Q28 **What could change the plan or prevent the work?**

State deadlines, available staff time, dependencies and assumptions that need checking. Name who will check them.

Notes / document / person who can help (optional)

Process

Need, work and results

Answer what you know. Use notes for a document reference or someone who can help.

Q29 **Should the project be split into phases?**

Name the smallest useful first phase and what must happen before later phases.

Notes / document / person who can help (optional)

Before moving to systems

Check that the first phase has a clear problem, a useful result, an owner and a way to measure success. The systems questions help us determine what the work needs.

Systems

Tools, data and safety

Answer what you know. Use notes for a document reference or someone who can help.

Q30 **Which tools are used now, and what is each used for?**

Include email, files, customer records and AI tools. List service or plan, owner and approved or experimental status.

Notes / document / person who can help (optional)

Q31 **Where is the needed information stored?**

List each source, its owner and whether it is online or on your own servers.

Notes / document / person who can help (optional)

Q32 **Is the information good enough to use?**

Describe missing, wrong, old or messy records and who will fix them.

Notes / document / person who can help (optional)

Q33 **How can we get the information and connect the systems?**

Can they share data automatically, export files, or require manual entry? Name the needed connections.

Notes / document / person who can help (optional)

Systems

Tools, data and safety

Answer what you know. Use notes for a document reference or someone who can help.

Q34 ## What may the tool read, change, send or delete?

List permission separately for each system. State who may share or export its answers.

Notes / document / person who can help (optional)

Q35 ## How much data and use must the tool handle?

Estimate files, records, users, busiest periods and how fast an answer is needed.

Notes / document / person who can help (optional)

Q36 ## Where should the tool run and store information?

State online, private servers or both. List required countries or regions and the source of each rule.

Notes / document / person who can help (optional)

Q37 ## How will users sign in and see only allowed information?

Describe shared sign-in if used, account approval, roles, access removal and separation between clients. Never enter passwords or keys.

Notes / document / person who can help (optional)

Systems

Tools, data and safety

Answer what you know. Use notes for a document reference or someone who can help.

Q38 **Can we test without risking live work or private information?**

Describe a separate test setup and permitted test data, or say what needs to be created.

Notes / document / person who can help (optional)

Q39 **Will this touch health or medical information?**

Answer yes, no or unknown. If yes or unknown, identify the data owner and route to specialist review.

Notes / document / person who can help (optional)

Q40 **Will this involve government work or government-controlled information?**

Answer yes, no or unknown. If yes or unknown, complete the government follow-ups.

Notes / document / person who can help (optional)

Q41 **Does your industry or contract require special rules?**

Examples include healthcare, legal, finance, lending, insurance or education. Name the reviewer who confirms the rules.

Notes / document / person who can help (optional)

Systems

Tools, data and safety

Answer what you know. Use notes for a document reference or someone who can help.

Q42 **Will it use personal, financial, legal or confidential information?**

Answer yes, no or unknown. Describe data types without supplying private records.

Notes / document / person who can help (optional)

Q43 **Will it make or influence decisions about people?**

Examples: hiring, lending, pricing or eligibility. If yes or unknown, complete the decision follow-up.

Notes / document / person who can help (optional)

Q44 **Which policies, contracts or security requirements apply?**

Include the AI-use policy. Link the actual documents and name who confirms they apply.

Notes / document / person who can help (optional)

Q45 **Which providers receive data, and what may they do with it?**

Include other companies they use. Check training use, storage, sharing and exact service settings. State whether training must be blocked.

Notes / document / person who can help (optional)

Systems

Tools, data and safety

Answer what you know. Use notes for a document reference or someone who can help.

Q46 **How long can information be kept, and how is it deleted?**

Cover inputs, answers, files, logs and backups, including after the contract ends. Record any required exceptions.

Notes / document / person who can help (optional)

Q47 **What records or reports do you need from the tool or provider?**

Examples: who accessed data, what actions occurred, approvals, audit reports and compliance evidence.

Notes / document / person who can help (optional)

Q48 **How will problems be noticed, stopped and reported?**

Name who can stop it, who responds and any required notice deadline. Explain how to return to the last working setup.

Notes / document / person who can help (optional)

Q49 **Who approves changes, and when must the system be checked again?**

Cover tool, model, settings and workflow changes. Give regular review dates and events that trigger new testing.

Notes / document / person who can help (optional)

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Conditional follow-ups

Complete only when relevant

Answer what you know. Use notes for a document reference or someone who can help.

Q50 **If market position matters, who are your main competitors?**

Name up to three and what customers choose them for. Skip with a reason if unrelated to this build.

Notes / document / person who can help (optional)

Q51 **If product economics matter, what share of revenue comes from each offer?**

Use the products already named. Estimates are allowed when clearly marked.

Notes / document / person who can help (optional)

Q52 **What other projects should stay on the later-work list?**

List later ideas and links to this project without adding them to the first phase.

Notes / document / person who can help (optional)

Q53 **For sensitive data, who controls the encryption keys?**

Keys protect stored or sent data. Have the technical owner answer; do not provide the keys themselves.

Notes / document / person who can help (optional)

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Conditional follow-ups

Complete only when relevant

Answer what you know. Use notes for a document reference or someone who can help.

Q54 **For government work, what contract is this under?**

Name the contract and whether you are the main contractor, subcontractor or joint venture. Ask the contract owner to confirm.

Notes / document / person who can help (optional)

Q55 **For government work, what security level or authorization is required?**

Have the specialist confirm any CMMC, FedRAMP or clearance requirements separately, with the governing source. Do not guess.

Notes / document / person who can help (optional)

Q56 **For decisions about people, how can someone request human review?**

Name the decision owner, review process, required checks and how a disputed result is handled.

Notes / document / person who can help (optional)

Q57 **If the tool takes action, what extra limits prevent a bad or repeated action?**

Use the permissions and reviewer already recorded. Add action limits, duplicate checks and undo steps.

Notes / document / person who can help (optional)

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Conditional follow-ups

Complete only when relevant

Answer what you know. Use notes for a document reference or someone who can help.

Q58 **If answers use documents, how will they stay current and supported?**

Use the owners already recorded. Add source-version checks, references in answers and what happens when no approved answer exists.

Notes / document / person who can help (optional)

Q59 **If custom servers or software are needed, what must the engineer confirm?**

Record only relevant hardware, network, software, speed, backup and maintenance needs.

Notes / document / person who can help (optional)

Q60 **If an outside vendor is used, what evidence covers this exact service?**

Record report date, scope, relevant gaps, contract terms and the reviewer decision. A badge alone does not close the check.

Notes / document / person who can help (optional)

Q61 **If outside tools or custom work are used, who owns the work and how can you leave?**

Check rights to outputs, code and materials; allowed use; export; transition support; and deletion after exit.

Notes / document / person who can help (optional)