

30-Day Execution Roadmap • Sample

Overview

Sample operating document • July 2026

Week 1 • Intake and document gap review

Milestones: intake complete • gap checklist scored • owners assigned

Deliverables: documentation gap list, readiness baseline score

Week 2 • Market / buyer segment mapping

Milestones: primary market selected • top 2 buyer segments scored

Deliverables: buyer segment map, country/region matrix notes

Week 3 • Compliance readiness and outreach preparation

Milestones: certificate map • outreach pack outline • RFQ response format

Deliverables: compliance checklist update, materials framework

Week 4 • Next-action plan and sourcing workflow

Milestones: risk register reviewed • outreach sequence approved • portal path if needed

Deliverables: 30-day closeout board, recommended next commercial actions

Deliverables checklist

• Market Entry Readiness Brief

• Buyer Segment Map

• Country / Region Opportunity Matrix

• Compliance & Documentation Gap Checklist

• Outreach-Ready Materials Framework

• Commercial Risk Register

• RFQ + Buyer Outreach Workflow Plan

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