

Assemble the readiness file

Use-of-funds worksheet

Premium lesson companion

Teaching brief • applied vocabulary • guided workbook • knowledge check • answer guide

Name _____

Date _____

Assemble the readiness file

A readiness file combines verified documents, a concise narrative, questions, and an honest gaps list. Completeness is preparation, not approval.

The deeper idea

The readiness file tells one consistent story: purpose, amount, model, performance, obligations, documents, risks, mitigations, questions, and known gaps.

Learning objectives

- Explain readiness file in the context of assemble the readiness file.
- Distinguish document currency from an assumption or promotional summary.
- Show how application gap changes cost, timing, control, responsibility, or risk.
- Complete the use-of-funds worksheet using traceable source information.

Vocabulary in action

readiness file	Locate it in source material and state what it measures or governs.
document currency	Use it to make the comparison concrete instead of relying on a label.
application gap	Name who carries responsibility, what triggers it, and which control makes it visible.

Move from information to a responsible next step.

1. Define the exact question

State the purpose, deadline, and consequence of delay. Connect the question directly to assemble the readiness file.

2. Gather governing evidence

Collect current agreements, statements, official disclosures, operating records, or program instructions. Record the source and date.

3. Apply the vocabulary

Locate readiness file, document currency, and application gap in the real document or process. Translate each into a dollar, date, action, control, or responsibility.

4. Test a difficult case

Change one important assumption - timing, volume, cost, income, access, or support - and explain whether the plan still works.

5. Record the decision

Choose proceed, revise, compare, seek qualified review, or stop. Name the next action, its owner, and the review date.

Applied scenario

A learner must make this decision this month. The learner gathers governing records, locates readiness file, document currency, and application gap, and completes the assignment. The decision pauses if the difficult-case test exposes an obligation or operating risk that cannot be managed.

Use-of-funds worksheet

Run a final file audit and assign an owner and date to every missing item.

Purpose: What exact decision does assemble the readiness file support?

Evidence: Which source documents prove the facts? Include dates.

Terms: Where do readiness file, document currency, and application gap appear, and what does each change?

Stress-test and decision record

Stress test: Which assumption is most fragile, and what happens if it fails?

Decision record: What is the next action, who owns it, and when will it be reviewed?

My recorded status
☐ Proceed ☐ Revise ☐ Compare ☐ Seek qualified review ☐ Stop

Confirm your understanding.

1. State the central teaching in your own words.

2. How do readiness file and document currency work together?

3. What evidence is strong enough to use?

4. What would make the plan pause?

5. What belongs in the finished assignment?

Compare reasoning, not just wording.

1. State the central teaching in your own words.

The readiness file tells one consistent story: purpose, amount, model, performance, obligations, documents, risks, mitigations, questions, and known gaps.

2. How do readiness file and document currency work together?

Define each, locate both in source material, and explain their combined effect on the decision.

3. What evidence is strong enough to use?

Current, relevant, traceable information from an agreement, statement, official source, operating record, or qualified professional.

4. What would make the plan pause?

A missing governing fact, unsupported claim, unmanageable stress case, or inability to explain the responsibility attached to application gap.

5. What belongs in the finished assignment?

Purpose, sources, term definitions, comparison or calculation, difficult-case result, unanswered questions, responsible owner, and review date.

Education-only boundary

This resource provides general education. It does not submit applications, negotiate with providers, handle customer funds, promise outcomes, or replace individualized guidance from an appropriately qualified professional.