

Program Resource Findability Audit

A short worksheet for program teams, review leads, and resource owners.

Keep controlled information in its authorized environment.

Do not write classified, CUI, export-controlled, credential, or personal information on this sheet.

Pick one resource people repeatedly need during a review or handoff.

Resource or destination name	Review / milestone	Date
_____	_____	_____
Resource owner	Next review date	Fallback contact or route
_____	_____	_____

Observe the current handoff before changing it.

Measure	Observed now	Pilot check	Owner / note
Time to reach the current resource	____ min / sec	____ min / sec	_____
Handoff interrupted to find owner or agenda	____ times	____ times	_____
Tagged destination has named owner + review date	Yes / No	Yes / No	_____
Stale or broken links encountered	____ links	____ links	_____

What is the next useful move?

- ☐ Name an owner + review date
- ☐ Pilot a tag on a program folio
- ☐ Fix the destination first
- ☐ Keep the current handoff

Notes (keep to non-sensitive information):
