



HEALTHCARE MEDICAL IMAGING PROJECT MANAGEMENT

Riverbend 3T MRI Site Visit Package

Customer and Leadership Review • Pause and Resolve

A fictional example showing what Project Matrix can produce from one reviewed set of site observations, evidence captions, owners, and dates.

Project	Visit	Prepared for	Status
3T MRI replacement	September 8, 2026	Riverbend leadership and delivery team	Pause and Resolve

Decision at a glance

DO NOT RELEASE DELIVERY DATE

Three delivery-critical gates lack verified evidence: final rigging-path capacity, continuous environmental readiness, and approved equipment-network configuration. A conditional recovery review is scheduled for September 15, 2026.

Package contents

- Executive decision brief
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Built by the project manager using the FYE360 approach. This example is editable and is not an official customer, vendor, regulatory, engineering, or safety approval.

ABBREVIATIONS USED IN THIS EXAMPLE

MRI = magnetic resonance imaging PM = project manager IT = information technology
GC = general contractor HVAC = heating, ventilation, and air conditioning
IP/VLAN = Internet Protocol / virtual local area network RF = radio frequency
SOA = Solution Opportunity Assessment PHI = protected health information

Executive Decision Brief

Riverbend 3T MRI Replacement

Purpose

Confirm whether the project has sufficient verified evidence to release the equipment delivery date and proceed into final installation readiness.

Recommendation

Pause and Resolve. Hold delivery release until the accountable authorities close the three critical gates below and the authorized decision-maker records the final decision.

Critical gate	Current evidence	Status	Owner	Due
Rigging path and floor/loading capacity	Route walked; loading-dock-to-room path photographed. Signed structural confirmation not provided.	BLOCKED	Facilities engineering	Sep 12
Environmental readiness	Room temperature observed at 75°F. Trend report and continuous control confirmation not provided.	CONCERN	Mechanical contractor	Sep 11
Network and cybersecurity	Drops labeled; IP/VLAN/security approval not recorded.	OPEN ACTION	Hospital IT	Sep 13

What is ready

- Room dimensions and major access points were recorded.
- Main electrical disconnect and equipment-panel labeling were photographed.
- Quench-route termination location was observed; engineering acceptance remains separate.
- Customer, vendor, construction, IT, and clinical owners were identified.

Controlled next move

Owners submit dated evidence by September 13. The PM holds a recovery review on September 15 and updates the DRA. Only the authorized customer/vendor decision-maker releases delivery.

SCOUT Final Site Assessment

FYE360 Healthcare Site Visit Standard v1.0

Legend: Verified = observation/evidence reviewed; Concern = material uncertainty; Blocked = gate prevents readiness; Open action = owner/date required; N/A requires documented rationale.

Area	Requirement	Observation / evidence	Status	Owner	Due
Visit control	Purpose, scope, outputs	Delivery-readiness assessment; SCOUT, evidence report, DRA, action log, update notes, email	Verified	PM	Sep 8
Visit control	Authorized participants	Customer PM, facilities, hospital IT, MRI lead technologist, GC, vendor PM	Verified	PM	Sep 8
Scope	MRI room dimensions	Measured dimensions recorded in field worksheet; compare to approved drawing set	Open action	Architect	Sep 10
Rigging	Delivery route	Route walked and photographed; signed capacity confirmation missing	Blocked	Facilities engineering	Sep 12
Rigging	Door/removable-panel clearances	Field dimensions recorded; final equipment envelope comparison pending	Open action	Vendor site planning	Sep 10
Facilities	HVAC/ environment	75°F observed; trend evidence and control confirmation missing	Concern	Mechanical contractor	Sep 11
Facilities	Electrical	Disconnect and panel labels photographed; final energization record pending	Open action	Electrical contractor	Sep 12

Area	Requirement	Observation / evidence	Status	Owner	Due
MRI	Quench route	Exterior termination observed and photographed; engineering acceptance not documented	Open action	Qualified engineer	Sep 12
MRI	RF/magnetic shielding	Vendor report listed in submittal log; final acceptance record not present in visit package	Concern	Shielding vendor	Sep 12
IT	Network drops	Two drops labeled in equipment room	Verified	Hospital IT	Sep 8
IT	IP/VLAN/security	Configuration approval not recorded	Open action	Hospital IT	Sep 13
Operations	Clinical downtime/transition	Proposed transition window reported by MRI lead; leadership confirmation pending	Open action	Imaging director	Sep 13
Evidence	Photo captions	Seven evidence entries captioned with location, observation, and source	Verified	PM	Sep 8
Decision	Delivery release	Critical gates unresolved	Blocked	Authorized decision-maker	Sep 15

Photo and Evidence Index

Original files remain source evidence; captions remain PM-controlled

ID	Location	Caption	Type	Source	Use / limitation
IMG-001	Loading dock	Dock approach and staging area	Photo	PM observation	Supports route review; capacity not proven
IMG-002	Main corridor	Turning area at corridor intersection	Photo	PM observation	Compare with equipment transport envelope
IMG-003	MRI room entry	Door and removable-panel opening	Photo + field dimensions	PM observation	Vendor comparison pending
IMG-004	Equipment room	Electrical disconnect and panel labels	Photo	PM observation	Energization record pending
IMG-005	Equipment room	Two labeled network drops	Photo	PM observation	Configuration approval pending
IMG-006	MRI room	Room display reading 75°F	Photo	PM observation	Point-in-time only; not a trend report
IMG-007	Exterior	Quench-route termination location	Photo	PM observation	Qualified engineering acceptance required

Evidence handling rules

- Caption each file before generation; FYE360 does not infer what an uploaded image proves.
- Separate direct observation from information reported by others.
- Do not treat a photograph as engineering, code, clinical, cybersecurity, safety, or regulatory approval.
- Keep original files with the exported package and follow the customer's records requirements.

Action and Issue Log

Decision-driving work only

ID	Action / issue	Status	Owner	Due	Control
A-01	Obtain signed rigging-path/floor capacity confirmation	Blocked	Facilities engineering	Sep 12	Critical gate
A-02	Compare field access dimensions to final transport envelope	Open	Vendor site planning	Sep 10	Critical gate
A-03	Provide HVAC trend and continuous control confirmation	Open	Mechanical contractor	Sep 11	Critical gate
A-04	Provide final energization/labeling record	Open	Electrical contractor	Sep 12	Readiness
A-05	Provide quench-route engineering acceptance	Open	Qualified engineer	Sep 12	MRI-specific
A-06	Provide final shielding acceptance record	Open	Shielding vendor	Sep 12	MRI-specific
A-07	Approve IP/VLAN/security configuration	Open	Hospital IT	Sep 13	Critical gate
A-08	Confirm clinical transition/downtime window	Open	Imaging director	Sep 13	Operations
D-01	Record delivery Readiness decision	Pending	Authorized decision-maker	Sep 15	After evidence review

Escalation statement

If any critical-gate evidence misses September 13, the PM escalates the schedule exposure and keeps delivery unreleased. The PM organizes the decision; qualified and authorized owners provide the required conclusions and approval.

Solution Opportunity Assessment (SOA) and Recovery Options

Option	What it means	Benefit	Risk / constraint	Recommendation
1. Release now	Maintain target delivery without closed gates	No immediate schedule movement	Unverified route, environment, and network readiness	Not recommended
2. Conditional hold	Hold release; close evidence by Sep 13; decide Sep 15	Protects delivery while preserving near-term recovery	Requires rapid owner response	Recommended
3. Reschedule	Move delivery to next approved window	More time for evidence and corrective work	Customer and vendor schedule impact	Contingency if gates miss

Recommended recovery path

Use Option 2. Keep the delivery release on hold, manage the eight actions through the shared update record, review evidence September 15, and move to Option 3 if a critical gate remains unresolved.

Decision boundaries

FYE360 and the PM do not certify structural capacity, mechanical performance, electrical compliance, shielding performance, cybersecurity, clinical safety, or regulatory compliance. The named qualified authorities own those determinations.

Delivery Readiness Assessment (DRA) / Readiness Decision Record

Evidence before optimism

Gate	Evidence required	Current state	Gate result	Approver / authority
Physical route	Approved route and capacity confirmation	Photos present; signed capacity evidence absent	Pause and Resolve	Facilities engineering
Room/environment	Approved environmental readiness evidence	Point-in-time observation only	PENDING	Facilities / mechanical authority
Electrical	Final readiness/energization record	Labels photographed; record pending	PENDING	Electrical authority
MRI-specific	Required quench and shielding acceptance records	Observed/submittal references; acceptance pending	PENDING	Qualified engineering/vendor authorities
IT	Approved network/security configuration	Drops verified; configuration pending	PENDING	Hospital IT/security
Operations	Approved downtime/transition plan	Proposed window reported	PENDING	Imaging leadership

Recorded decision

Pause and Resolve — at least one blocking gate and multiple pending gates remain. Final decision:

_____ Authorized by: _____ Date/time: _____

Exceptions approved: _____ Conditions/expiration: _____ Next review: September 15, 2026

Smartsheet-Ready Update Notes

Copy into the organization's approved tracker

Update	Status	Owner	Due	Leadership comment
Site visit completed	Complete	PM	Sep 8	SCOUT and evidence index prepared
Delivery readiness	Red / blocked	Authorized decision-maker	Sep 15	Delivery not released
Rigging-path capacity	Blocked	Facilities engineering	Sep 12	Signed confirmation required
Environmental readiness	At risk	Mechanical contractor	Sep 11	Trend/control evidence required
Network/security	At risk	Hospital IT	Sep 13	Configuration approval required
Next milestone	Scheduled	PM	Sep 15	Evidence review and Readiness decision

Customer Follow-Up Email Draft

Subject: Riverbend 3T MRI — site visit findings and September 15 readiness decision

Riverbend team,

Thank you for supporting the September 8 site review. The working record confirms several completed observations and identifies three delivery-critical areas requiring documented closure: rigging-path capacity, continuous environmental readiness, and network/security configuration.

The delivery date has not been released. Owners and requested dates are listed in the attached action log. We will review the evidence on September 15 and the authorized decision-maker will record the readiness outcome. Please reply with corrections to the recorded facts or ownership before the review.

Thank you,
Project Manager

Continuity Handoff Record

Another authorized PM can pick up the work

Control	Current record
Current decision	Pause and Resolve; delivery not released
Next event	Evidence and readiness review — Sep 15, 2026
Critical blockers	Rigging-path capacity confirmation
Critical pending evidence	HVAC trend/control and IT/security configuration approval
Primary customer contacts	Customer PM, facilities engineering, hospital IT, imaging director
Source record	SCOUT final and seven-entry evidence index in this package
Open work	A-01 through A-08; decision D-01
Decision authority	Customer/vendor-authorized decision-maker; named in live project record
Distribution status	Draft for customer and leadership review

Privacy and reset reminder

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Final quality check

- ☐ Facts match source observations and reports.
- ☐ Unknowns and assumptions remain clearly labeled.
- ☐ Every open item has an owner and date.
- ☐ Qualified authorities own specialized approvals.
- ☐ The final decision and distribution list are recorded.
- ☐ Export is readable on tablet, phone, and desktop.
- ☐ Workspace is erased after safe export.

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