



STARTER KIT

Read Me First

Welcome — and congrats on taking the first step toward delivering change with confidence.

This Free Starter Kit includes the essential tools to help you get started with the **DeliveRite™ Change Methodology** — a lightweight and practical framework designed for small and mid-sized businesses. You don't need project management experience to use this kit. Just follow the simple steps and prompts to shape your idea into something structured and achievable.

What's Inside

File	Purpose
DeliveRite Quick Guide (.docx)	A short and simplified overview of the DeliveRite™ Methodology. Introduces the four phases (Idea, Plan, Build, Close) and how they work.
Change Brief Template (.docx)	The core tool used to shape and assess your change idea. This is where you begin.
AI Guide – Change Brief (.pdf)	A supportive prompt guide that helps you use ChatGPT, Claude, Gemini, or Copilot to fill out the Change Brief — especially helpful if you're not sure what to write.
Readiness Checklist (.pdf)	A quick 10-point checklist to help you confirm that your change idea is ready to move forward. Use this before diving into the planning process.

How to Use This Kit

1. **Start with the Quick Guide** – It explains how DeliveRite™ works in plain English.
2. **Open the Change Brief Template** – This is your first official step. Start filling it in.
3. **Need help? Use the AI Guide** – Paste the prompts into your AI tool of choice to get help drafting or clarifying your answers.
4. **Review the Readiness Checklist** – Make sure you're ready to proceed with confidence.

That's it — no complex systems, no jargon, just practical steps.

Need More?

This Starter Kit is a simplified intro. When you're ready, the full **DeliveRite™ DIY Kit** includes:

- The full Methodology and Playbook
- 8 editable templates
- AI prompt guides
- Delivery walkthroughs and more

Visit ritewaysolutions.com.au/deliverite to learn more.