# One process. One useful experiment.

Map the work before choosing the tool. Keep a person responsible for the result.

October 27, 2026 | Planning aid, not a tested result

## 01 Define the job

Business question, decision owner and constraints:

Input, source and accepted output:

## 02 Map the handoff

Steps, people, systems and dependencies:

Missing information, approval point and when to stop:

## 03 Choose one change

Hypothesis and evidence that could disprove it:

Allowed actions, data and reviewer:

## 04 Record the comparison

Manual baseline, test date, tool and sample size:

Accepted outputs, errors, review minutes and recorded cost:

**What happened, what remains unknown, and what will you try next?**

Use fictional or approved data. Keep sending, pricing and access changes behind approval.