

Check the real result

your working copy

Tick only when you can point to evidence. Leave unknown or blocked items unticked.

Click and type. Tab moves between fields. Save a named copy, close it and reopen to check your answers. Use the extra-notes area when supplied; keep all text visible before printing.

Before making

- ☐ One audience, problem and smallest deliverable.
- ☐ Human owner, agent task and reviewer named.
- ☐ Time, spending and access boundaries explicit.
- ☐ Riskiest assumption and decision rule written.

Before sharing

- ☐ Final artifact opened and exact version identified.
- ☐ Important factual claims traced to source locations and dates.
- ☐ Every relevant page, image, table or screen inspected.
- ☐ Navigation, links and the intended reader action tried.
- ☐ Private data removed and asset permissions checked.
- ☐ Review findings corrected or limits reported.
- ☐ A human authorized any external action.

After the test

- ☐ Offer, aggregate audience and date recorded.
- ☐ Actual responses separated from interpretation.
- ☐ Result compared with the original rule; sample limits noted.
- ☐ Continue/change/stop decision and next owner named.

Decision owner

Name or role.

Review date

Date this version was checked.

Keep the evidence

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For each checkpoint: status; owner; evidence location; limit or blocker.

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Question selected

Brief and boundaries

Sources mapped

Artifact made

Review findings addressed

Final version checked

Authorized delivery

Demand test observed

Next decision