

Plan seven work sessions

your working copy

Times are suggestions. Use days or sessions that fit your life; this is a plan for a small test.

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.

Session 1 • Choose

Time available; owner; audience/problem; worksheet output.

Session 2 • Investigate

Time; owner; sources to inspect; key gaps; done criterion.

Session 3 • Brief

Time; owner; artifact, boundaries and decision rule.

Session 4 • Make

Time; owner; smallest artifact; checkpoint and evidence.

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Session 5 • Review

Time; reviewer; actual checks; revision and final version.

Session 6 • Try

Time; human authorization; willing readers; observations or not tested.

Session 7 • Decide

Compare with the rule; continue/change/stop; next action and owner.

Extra notes

Continue an answer here; identify the question it belongs to.