

STEP NAME WORKFLOW OWNER

Intent

ASK What does it solve? What breaks if it's gone?

WHY

Why this step exists, and what breaks if you skip it.

Inputs

READY

1 Required Information
Names, numbers, terms, specs.

2 Required Artifacts
Files, forms, templates.

3 Required Access
Logins, permissions, systems.

4 Required Conditions
Approvals and prior steps, done.

5 Required People
Owners and approvers, confirmed.

Execution

WHAT · HOW · WHERE

WHAT
The work itself. Clean start, clear end.

HOW – EXECUTION MODE

1 Human

2 Guided

3 AI-Assisted

4 AI Agent

5 Autonomous

6 External

WHERE
The system, app, or place.

NOT IN SCOPE
Other steps, and “while I’m here” creep.

Outputs

DONE

1 Updated Information
New facts the next step needs.

2 Produced Artifacts
Files and documents to hand off.

3 System State Change
The status or stage that changed.

4 Commitments Made
Follow-ups, deadlines, decisions.

5 Ready Output for Next Step
The handoff packet. No hunting.

Impact

SO THAT

What this step makes possible next.

THIS STEP COMPLETES SO THAT the next step can begin, a decision can be made, or a clock can start.