Work, with a clear plan.

Agree on the outcome. Keep the next step in sight.

Project, order or deal

Client

What does a good result look like?

What is included? What is outside the scope?

Current stage

Target date

The next action that moves this forward

Who owns it?

What are you waiting on?

At your next check-in: update the stage, note the decision, choose the next action.

Fill in and save, or print a fresh copy. Keep personal details somewhere private.