

Choose one useful boundary

Start with a task you can describe and observe before choosing a tool.

A workflow is a sequence of work, decisions and handovers. This kit helps you describe one sequence well enough for a person to assess or build. It does not connect software or run an automation.

Name the start and finish

- Start: one observable event, such as a complete equipment request arriving.
- Finish: one review-ready record and a response draft, not every later business outcome.
- Owner: one person responsible for deciding whether the workflow is useful.
- Evidence: observe a few ordinary cases; keep estimates separate from measurements.

Fictional example

Lantern Community Shed receives equipment requests. A helper checks required fields, prepares a review record and drafts a response. A coordinator still decides whether equipment can be loaned. Sending the response and reserving stock are outside this first pilot.

Make your first decision

Open templates/01-process-inventory.csv. Describe up to three repetitive tasks, then choose one. Write what will stay manual and what evidence would make you abandon the idea. A smaller boundary is useful when it makes the result easier to judge.

YOUR WORKING MAP - ADD ONE LINE FOR EACH STEP

TRIGGER

CHECK

APPROVE

RECOVER
