

ONE CHECK · BLANK WORKSHEET

Resolve one question before committing further

Record the question from your Fit Note and the smallest permitted check that would change the decision. Keep client records within your firm. A two-engagement comparison may help explore the work; it is not a validated benchmark or a complete business case.

The decision and its evidence

Question: _____. Working hypothesis: _____. What would change our next step: _____. Minimum permitted evidence: _____. Check owner and agreed review date: _____.

- What is already known, and its source: _____
- What remains unknown or disputed: _____
- What can be shared, by which agreed route: _____

Optional comparison of accepted engagements

Use this only when it answers the agreed question. Include the relevant roles and whole job.

- Preparation / review / correction / coordination effort: A ____ B ____
- Quality, returns or exceptions that matter: _____
- Accepted output and reviewer conditions: _____
- Demand, case mix, billing model and economics still to check: _____

Our next decision

Does this support keeping the current method, a simpler change, further evidence or scoping a Blueprint? Record the reason and uncertainty. The buyer chooses the next step.

Blank template · figures entered are the buyer's own · not a benchmark, diagnosis or savings estimate.