

System Build Worksheet

Build Worksheet — From Problem to Prototype Plan

60–90 minutes, with the people who live the problem. Works alone or alongside ebook/FROM_PROMPT_TO_SYSTEM (Chapter 15).

1. The problem (10 min)

Who is affected (named people, not “users”):

What happens today (the current reality, honestly):

What it costs (time, money, missed opportunity):

Read it to someone who lives the problem. Their reaction: ☐ nodded + added detail ☐ shrugged (revise)

2. The people (10 min)

- Served (who benefits):
- Operators (who runs it daily):
- Touched (whose data/experience passes through):
- Accountable (named human who answers for it):

Empty seats are findings. List them here:

3. The context (10 min)

- Budget reality:
- Tools already in use:
- Operator skill level:
- Rules (policy, legal, funding):
- The three constraints most likely to kill this: 1) 2) 3)

4. The workflow (15 min)

Trigger:

Steps (in order, with owner per step): 1. 2. 3. 4. 5.

Where work waits:

Top three exceptions: 1) 2) 3)

Validated by the person who does the work? ☐ yes (name: _____) ☐ not yet (schedule it)

5. The AI jobs (10 min)

Step	AI job (one sentence)	Checkable in <1 min?	Fallback when it fails
		☐	
		☐	
		☐	

6. The human design (15 min)

- Decision point(s) + criteria + decider:
- Approval gate: who approves _____, reviewing _____, in under _____ minutes
- The never-list (5 lines):

1.
2.
3.
4.
5.

- Safeguard for each line + how you'll test it:

7. The numbers (10 min)

- Metrics (3–5, with targets):
- Baseline plan (how you'll measure “before”):
- Monthly cost — money: _____ time: _____ attention: _____
- Value per action vs. cost per action:
- **Build / don't-build / not-yet:** _____ because _____

8. The next two weeks (10 min)

- ☐ Paper walkthrough (date: _____) or ☐ Wizard-of-oz, 5 real cases (date: _____)
- One named owner:
- Review date on the calendar:

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