
Give the pilot somewhere to land

What turns an interesting experiment into a maintained workflow?

Use authorised information. Keep personal records in your own controlled workspace.

Task, users and owner

Authorised input set

Existing workflow baseline

Acceptance and stopping rules

Observed results and failures

Support and rollback

Adopt, narrow, change or stop

Use the example. Then test your own.

INVENTED TEACHING EXAMPLE

An enquiry-draft pilot ends in a decision

Prepare: name the task, source rights, reviewer and baseline. Test: review representative drafts for unsupported promises, omissions and checking effort. Adopt or stop: assign support and rollback, then decide whether the observed benefit justifies the overhead. A deadline is not evidence that a gate has passed.

Before treating this as evidence

Record the real inputs, source version and acceptance rules. Compare observed outcomes with the requirement. Keep unknowns and failure consequences visible.

What did you observe?

What remains unknown?

What will you do next—and who owns it?

Method and references: [the web edition's sources and scope](#). This is a practical editorial worksheet, not a certification or validated assessment instrument.