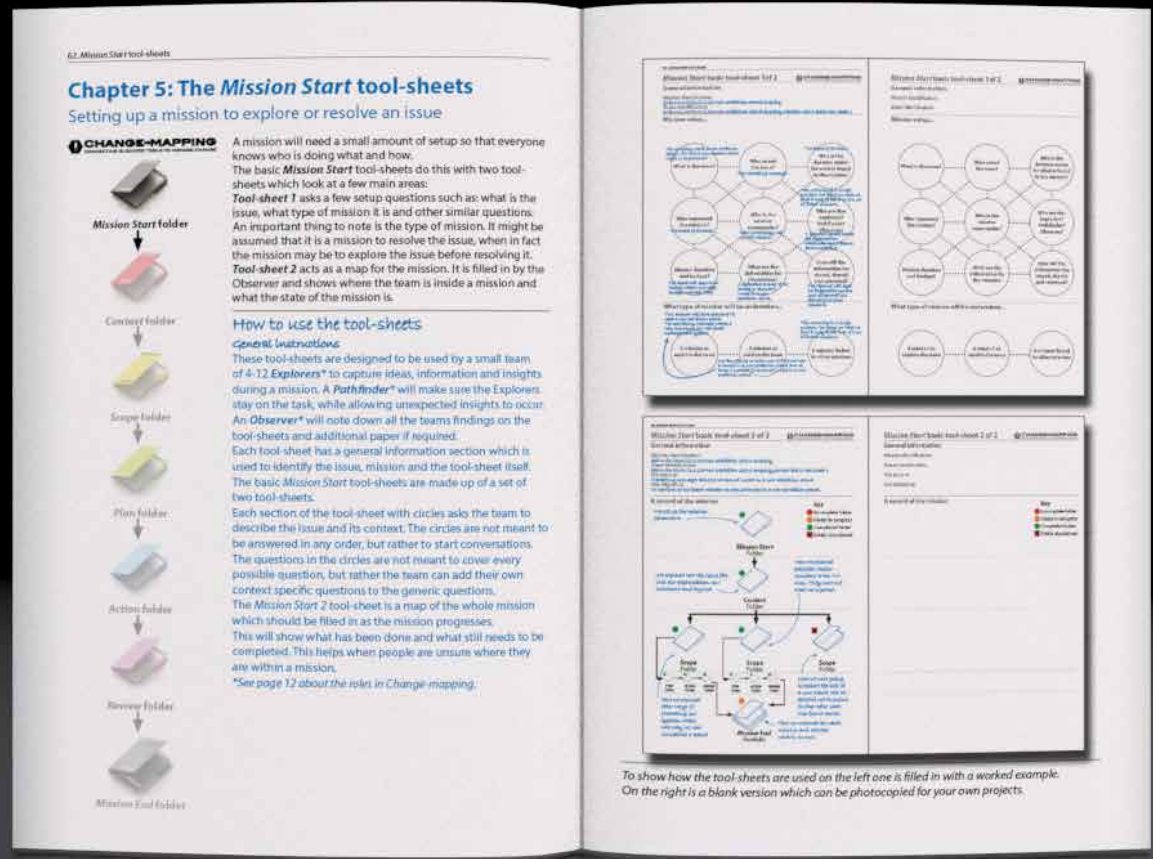
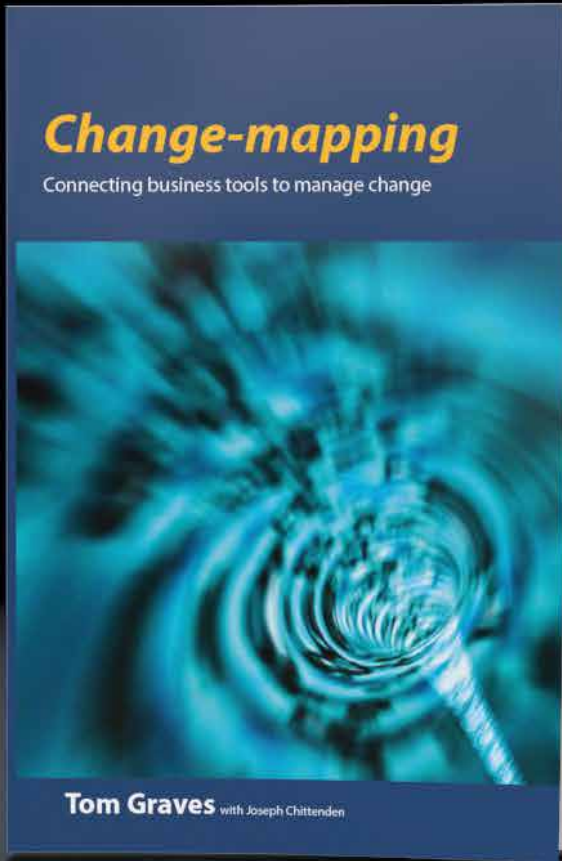


# Blank *Basic* tool-sheets

For instructions about how to use these tools see the *Change-mapping* book



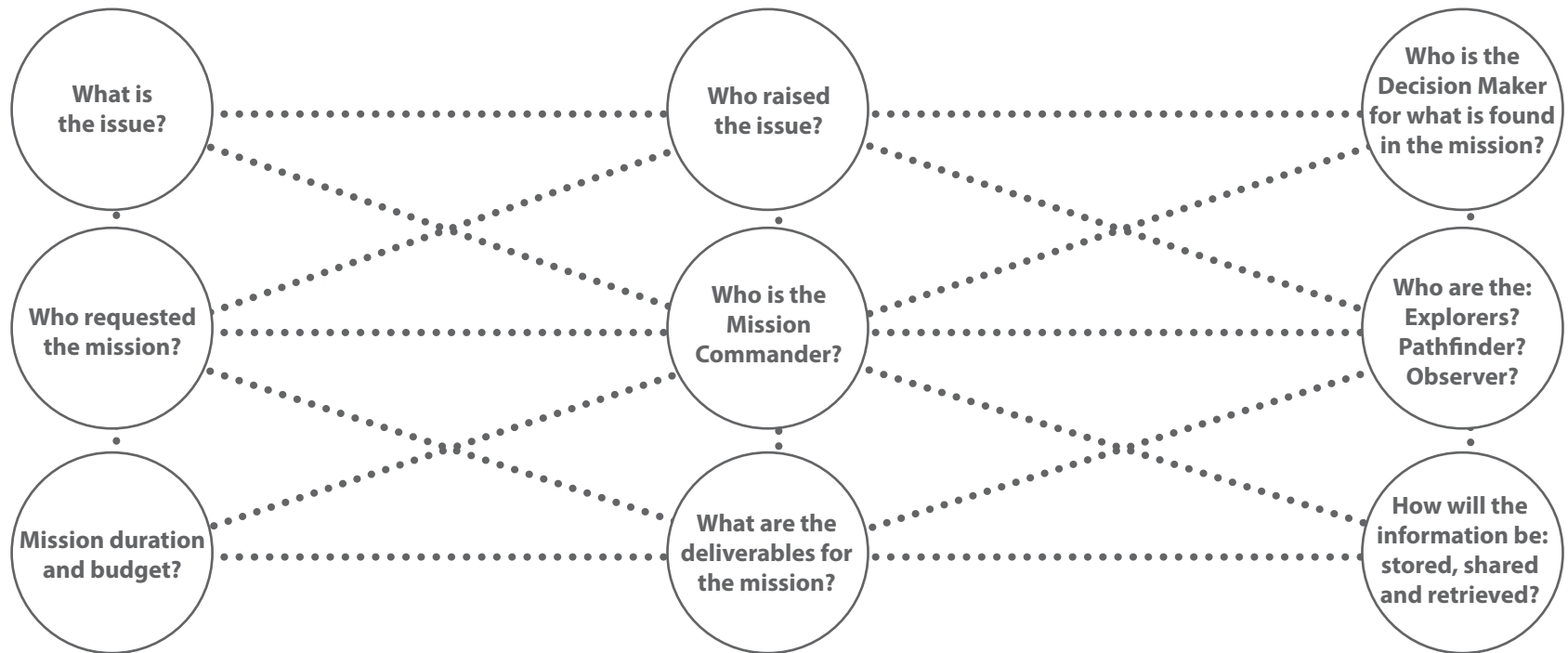
To show how the tool-sheets are used on the left one is filled with a worked example. On the right is a blank version which can be photocopied for your own projects.

## General information

Mission identification:

Sheet identification:

## Mission setup...



## What type of mission will be undertaken...



See *Change-mapping*, page 62 for instructions.



# Context basic tool-sheet 1 of 4

## General information

Mission identification:

The issue is:

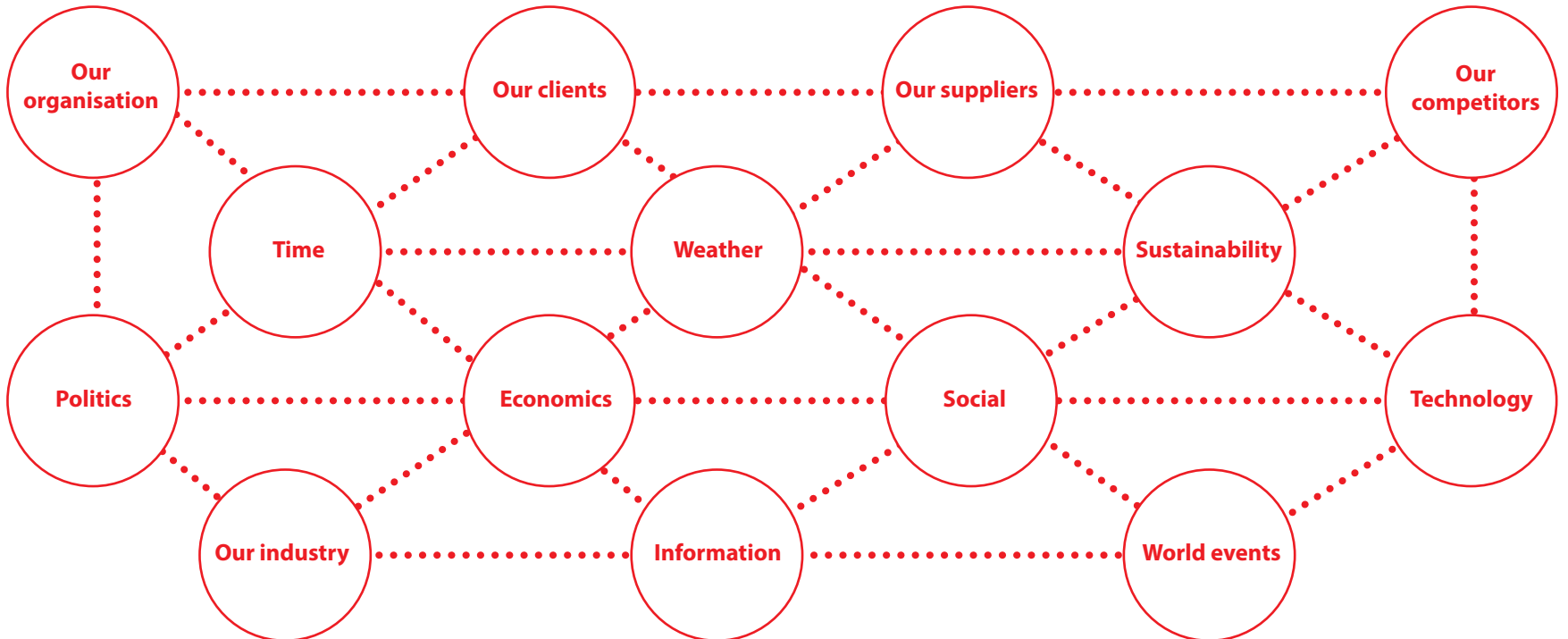
Sheet identification:

Our mission is

## Describing the issue...



## How is the issue affected by...



See *Change-mapping*, page 68 for instructions.

## General information

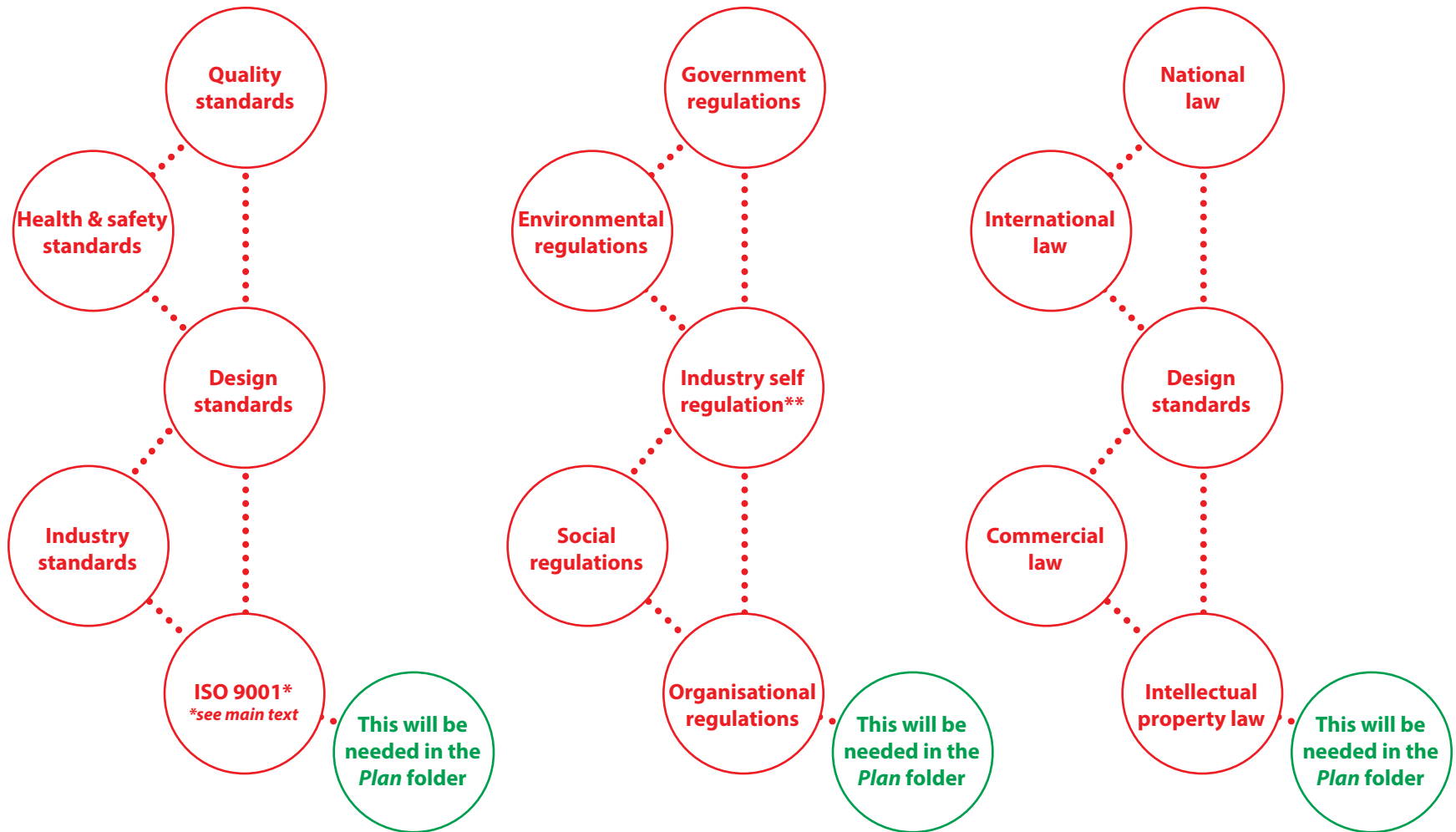
Mission identification:

The issue is:

Sheet identification:

Our mission is

## How could these affect plans to explore or resolve part of the issue...



## General information

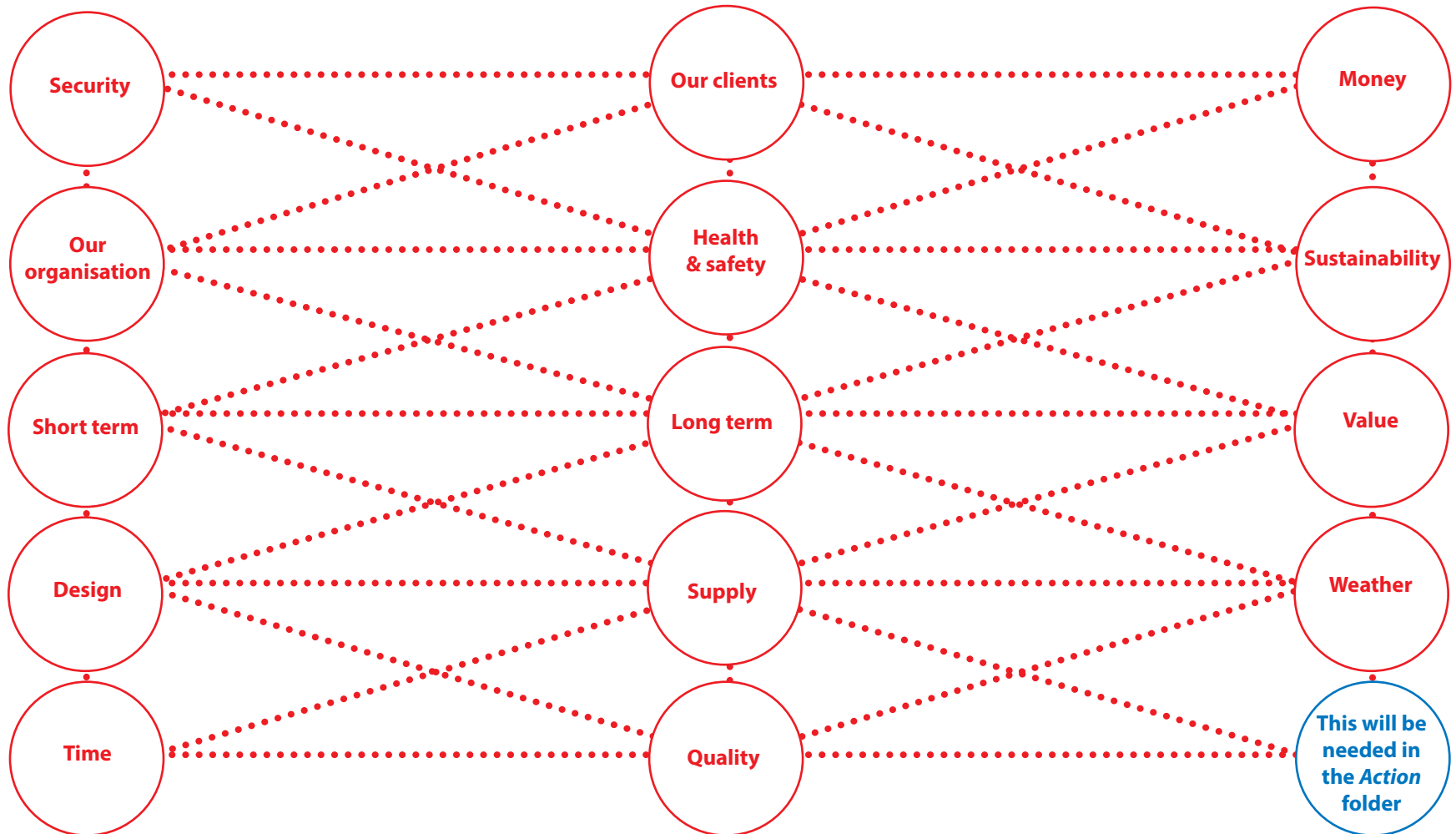
Mission identification:

The issue is:

Sheet identification:

Our mission is

## Which of these will take priority when the plan is being enacted?



See *Change-mapping*, page 68 for instructions.

# Context basic tool-sheet 4 of 4

## General information

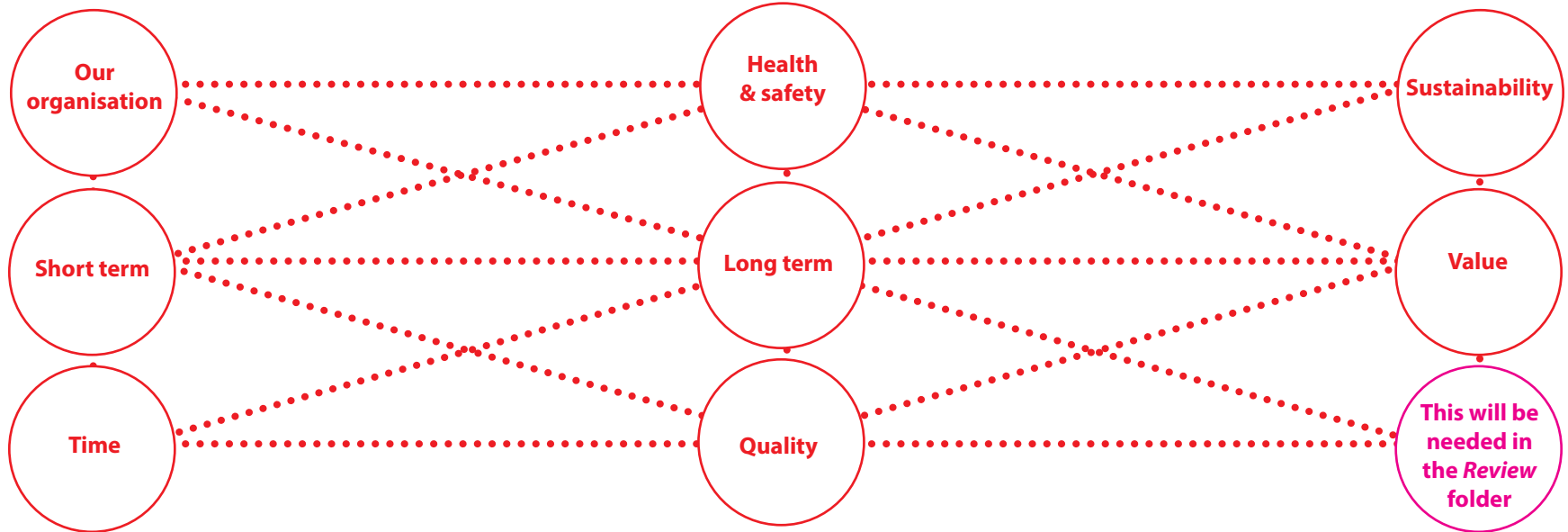
Mission identification:

The issue is:

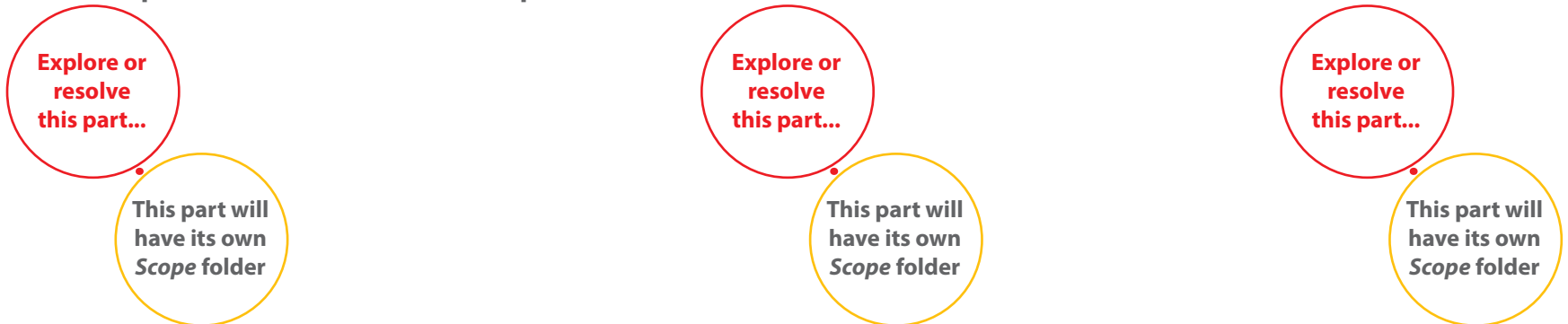
Sheet identification:

Our mission is

## When a plan has been enacted, how will it be judged against...



## List which parts of the Context will be explored further or resolved.



# Scope basic tool-sheet 1 of 2

## General information

Mission identification:

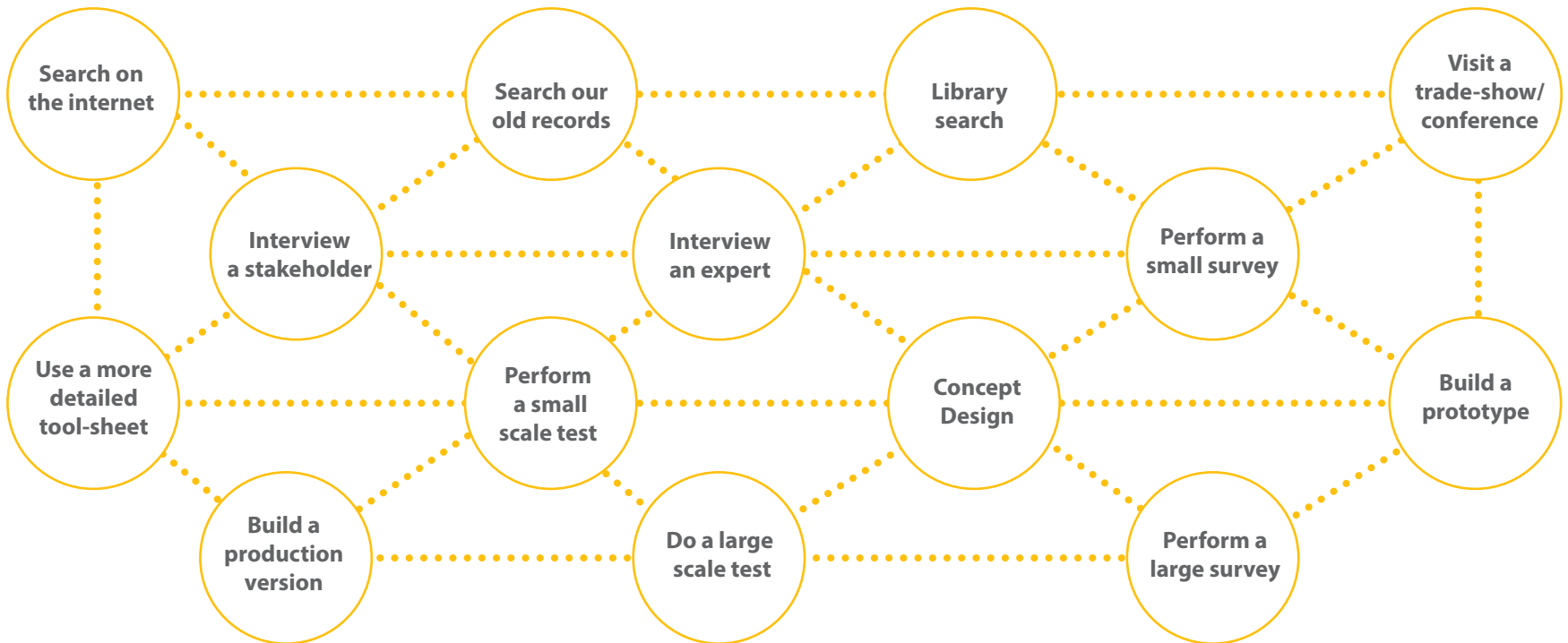
The issue is:

This Scope folder explores or resolves which part of the issue?

Sheet identification:

Our mission is

### What options are there to explore or resolve this part of the issue?



### List the chosen options which will become projects.

Check what was found in the Context folder to guide decisions here!

**Project 1**  
Each option will need a Plan folder

**Project 2**  
Each option will need a Plan folder

**Project 3**  
Each option will need a Plan folder

**Project 4**  
Each option will need a Plan folder



# Scope basic tool-sheet 2 of 2

## General information

Mission identification:

The issue is:

This *Scope* folder explores or resolves which part of the issue?

Sheet identification:

Our mission is

## Details about each project...

Project				
Project order				
Project manager				
Project team				
Estimated start/finish				
Estimated budget				

See *Change-mapping*, page 78 for instructions.

# Plan basic tool-sheet 1 of 2

## General information

Mission identification:

The issue is:

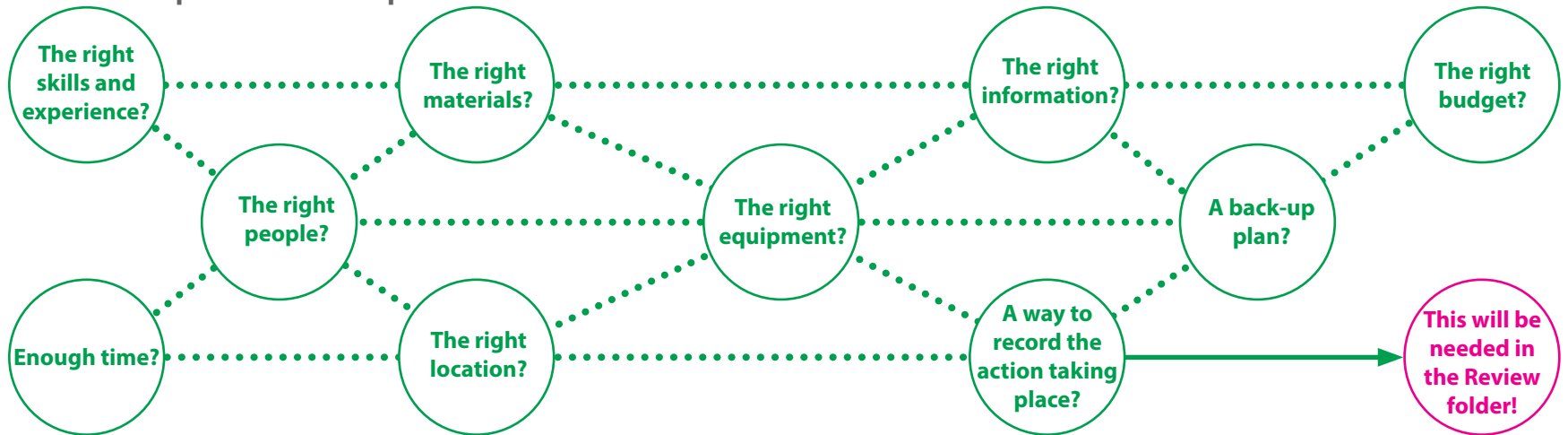
This *Scope* folder explores or resolves which part of the issue?

Sheet identification:

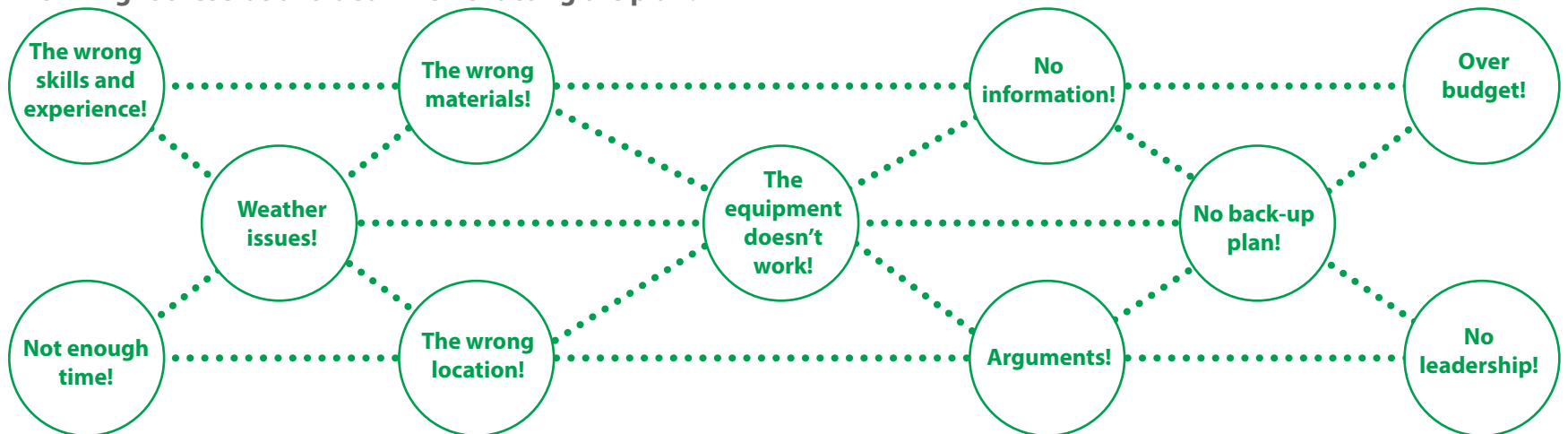
Our mission is

This *Plan* tool-sheet is used to plan?

### Are these in place before the plan is enacted?



### How might these be avoided when enacting the plan?



See *Change-mapping*, page 84 for instructions.

# Plan basic tool-sheet 1 of 2

## General information

Mission identification:

The issue is:

This *Scope* folder explores or resolves which part of the issue?

Sheet identification:

Our mission is

This *Plan* tool-sheet is used to plan?

Check what was found in the *Context* folder to guide decisions here!

Reviewing of task will be done in the *Review* folder

## Estimated task breakdown for project...

Task	People	Equipment and location	Skills and experience	Information	Materials	Start/Finish

# Review basic tool-sheet

## General information

Mission identification:

The issue is:

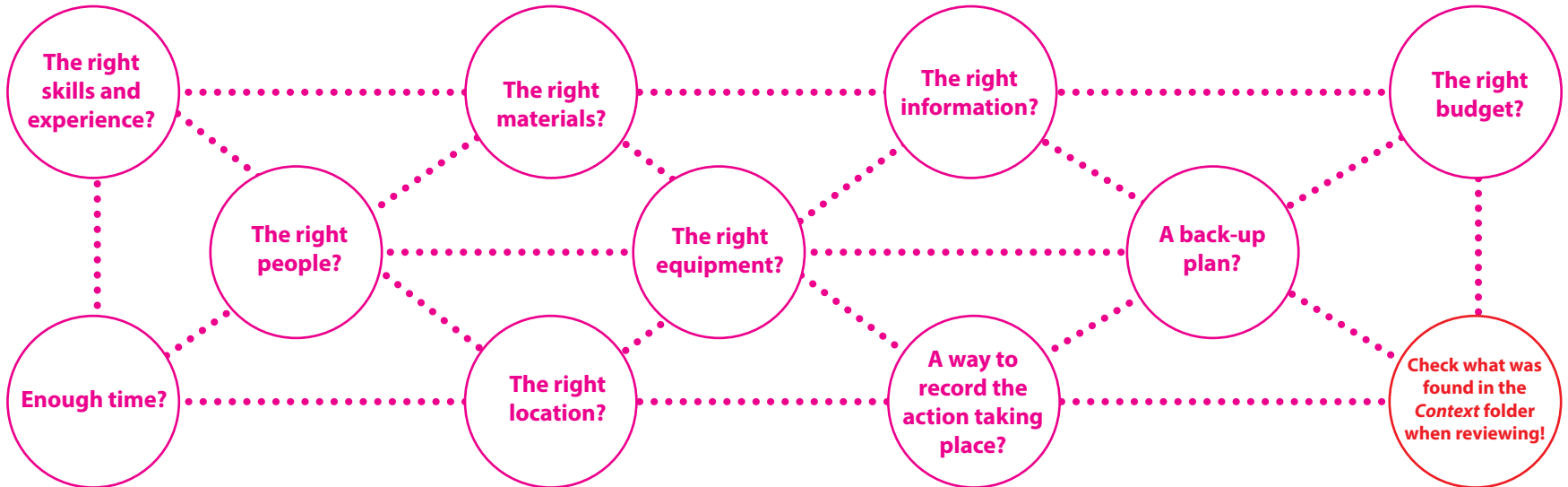
The *Scope* folder explored or resolved which part of the issue?

Sheet identification:

Our mission is

The accompanying *Plan* tool-sheet was used to plan?

## How did the enactment of the task differ from the plan? Was there...



## What was the outcome of the task enactment?



# Mission End basic tool-sheet

## General information

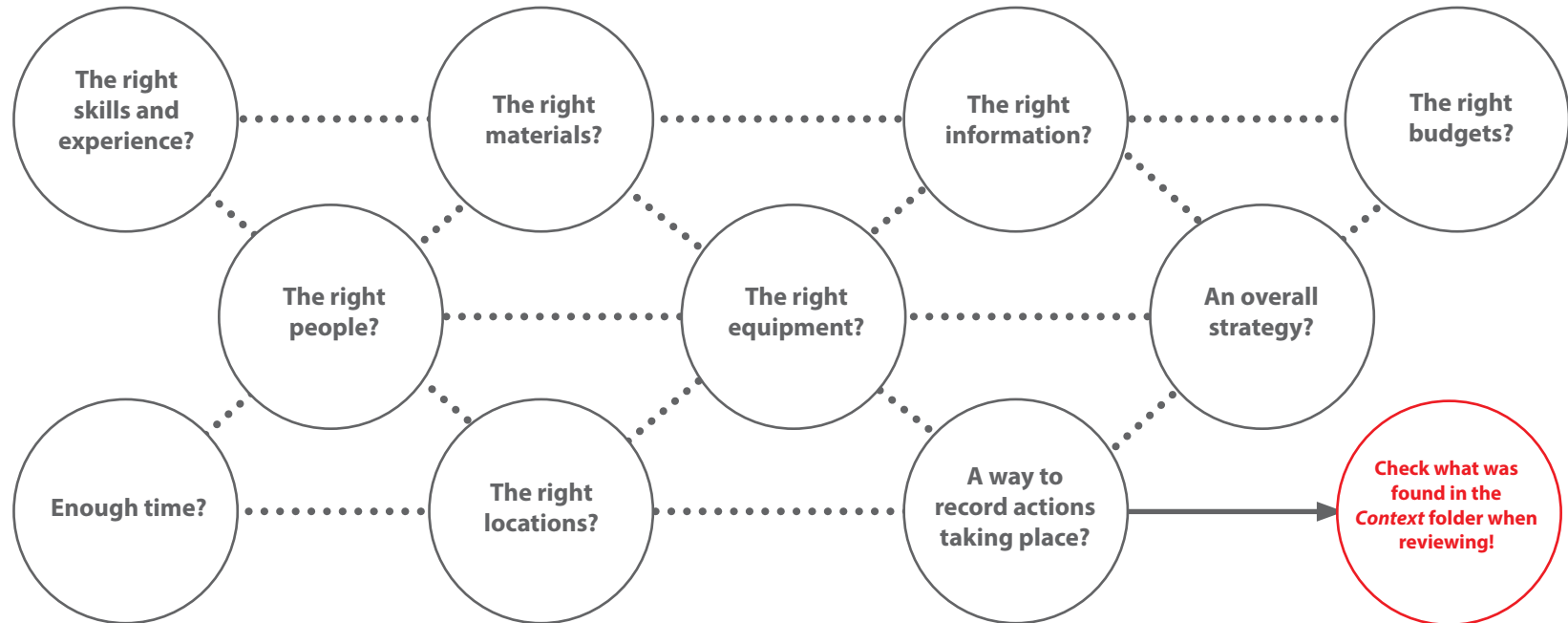
Mission identification:

The issue is:

Sheet identification:

Our mission is

## How did the enactment of the entire mission proceed? Was there...



## What was the outcome of the mission?

