A FREE ONE-PAGE WORKING AGENDA

Five questions.
A clearer weekly bid review.

Use 15 minutes to surface the decisions and next actions that need attention. Record the owner, action, and date where your team already works.

01 / NEW WORK

What arrived since the last review?

Owner: _____ Next action / date: _____

02 / DECISIONS

What needs a go / no-go call?

Owner: _____ Next action / date: _____

03 / DUE NEXT

What is due in the next 10 days?

Owner: _____ Next action / date: _____

04 / BLOCKED

What is waiting on information or a decision?

Owner: _____ Next action / date: _____

05 / FOLLOW-UP

What was quoted, and who owns the next move?

Owner: _____ Next action / date: _____

When the checklist needs a working process around it, start a ScopeGate conversation.

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