

Tested Process Card

A minimum viable SOP that another person or a fresh chat can run.

Context home

Project or work-area purpose

Project instruction or boundary

Governing sources and dates

Focused task-chat name

Task and intended outcome

What should happen when this process succeeds?

Trigger

What starts the process?

Required inputs

What must be present before work begins?

Trusted source or process owner

What governs the answer, and who owns unresolved decisions?

Five to seven steps

Write the smallest executable path.

Material decision points

Name the rule or owner for every consequential choice.

Stop or escalation rule

When should the person or model stop normal work?

Observable completion

What visible result proves the task is complete?

Pass or repair

Give a partner or fresh chat only this card, its named source, and one prepared case.

☐ The next action matches the expected answer.

☐ No unsupported fact or commitment appears.

Any failed check means repair the card and run the case again.

☐ Every material decision points to a source or owner.

☐ The stop or escalation rule fires when required.

Next real use

When I next do **[task]**, I will use **[Process Card]**, check **[risk]**, and keep **[decision]** with **[person]**.