

Similar Task Batch Map

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Define the pool

Task group

Shared purpose

Available setup

Batch boundary

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Find the overlap

Shared tool

Shared location

Shared file set

Shared reference

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Build the batch

Task included one

Task included two

Task kept separate

Reason for separation

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Prepare execution

Setup action

Order within batch

Pause point

Completion note
