

Task Readiness Gate

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Name the action

Task reference

Intended output

Starting condition

Task boundary

Task Readiness Gate

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Check the inputs

Instructions available

Materials available

Reference available

Workspace available

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Check dependencies

Earlier step complete

Decision confirmed

Information received

Constraint understood

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Choose the next move

Ready action

Missing input

Unblocking step

Next readiness check
