PROJECT BRIEF

A clear plan for a better workspace

A practical three-week plan for a focused team.

One shared goal. Clear ownership. Measurable progress.

CLARITY / OWNERSHIP / PROGRESS

The plan

01

Discover

Listen to the team and map daily friction.

02

Design

Build a focused workspace with fewer distractions.

03

Deliver

Measure results and keep what works.

MILESTONES

Small steps, visible progress

Work in short cycles and show progress early.

Keep decisions simple and make every handoff clear.

CLARITY / OWNERSHIP / PROGRESS

Three weeks

W1

Understand

Interview the team. Define the main challenge.

W2

Prototype

Create a working draft and gather feedback.

W3

Launch

Deliver the improvements and measure adoption.

TEAM CHECKLIST

Make the next step obvious

Good collaboration starts with a shared picture.

Use this checklist to keep the team moving.

CLARITY / OWNERSHIP / PROGRESS

Before you begin

A

Set a goal

Write one outcome everyone can understand.

B

Choose an owner

Give each task one person responsible for delivery.

C

Review together

Schedule a short weekly review of real progress.