

One-page change brief

A shared starting point for a useful conversation, without a lengthy specification.

The goal

We want to achieve: _____

This matters because: _____

We will know it is working when: _____

The starting point

Today, the process or system works like this: _____

People affected and their perspectives: _____

What already works and should be preserved: _____

The boundaries

Time, budget, capacity and other constraints: _____

Dependencies and decisions already made: _____

What is outside this piece of work: _____

The blanks to fill in together

What we know, with evidence: _____

Assumptions and unknowns: _____

Risks and questions to investigate first: _____

The next useful step

Smallest worthwhile next step: _____

Owner and people to involve: _____

Decision needed, evidence required and review date: _____

Want help working through this? Email david.butcher@pivotalinnovations.co.uk