

From baseline to an approved customer result.

This workbook keeps operational evidence and publication permission separate. Complete it with the customer; do not invent or backfill proof.

Customer / site	
Pilot workflow	
Operational owner	
Measurement owner	
Baseline period	
Pilot period	

Record the starting point

Complete with the named customer owner and retain source evidence privately.

Metric	Definition	Source	Baseline
Schedule adherence			
Waiting / coordination time			
Search or reconciliation time			
Rework / NCR rate			
Quality evidence completeness			

Track what changed

Complete with the named customer owner and retain source evidence privately.

Date	Event / change	Impact	Owner

Compare like for like

Complete with the named customer owner and retain source evidence privately.

Metric	Baseline	Pilot	Change	Verified by
Schedule adherence				
Coordination time				
Search time				
Rework / NCR				
Evidence completeness				

Approve every public element

Complete with the named customer owner and retain source evidence privately.

Element	Approved?	Exact approved wording / asset
Company identity	Yes / No	
Named role and quote	Yes / No	
Metrics and method	Yes / No	
Screenshots	Yes / No	
Architecture description	Yes / No	
Publication channels	Yes / No	

Customer approver: _____ **Date:** _____ **Signature:**

Approval applies only to the exact elements recorded above. Any later material change requires renewed approval.