

Workflow baseline worksheet · 1/3

One workflow · current process · baristalabs.io/learn/workflow-baseline-worksheet

Use safe references only. Observed = retained evidence · Estimated = stated method · Unknown = unsupported.

01 · Workflow and measurement boundary	
Workflow name	Workflow owner
Trigger	One unit of work
Start point	End point
Source inputs	Systems used
Output	Acceptance rule
Evidence location	Started on

02 · Sample	
Sample period + timezone	Observed units
Observation method	Sample changes
Known exclusions	Uncertainty

03 · Active work by meaningful phase				
Phase	Work included	Result + unit	State	Reference / note
			O / E / U	
			O / E / U	
			O / E / U	
			O / E / U	
			O / E / U	

Active work is hands-on person-time. Elapsed time is wall-clock duration. Review and rework may be subsets of active work; do not add them twice.

Workflow baseline worksheet · 2/3

Baseline summary and pilot decision · keep sample count beside every result

05 · Baseline summary				
Measure	Result	Unit / denominator	State	Source, limit, uncertainty
Active work by phase			O / E / U	
Total active work			O / E / U	
Elapsed time			O / E / U	
Material waiting or dependencies			O / E / U	
Review and approval effort			O / E / U	
Rework or reopened work			O / E / U	
Exceptions and handling		exceptions / observed units	O / E / U	
Acceptance failures		failed checks / units checked	O / E / U	
Direct tool or provider cost			O / E / U	

06 · Pilot comparison and next decision · PLANNED, NOT OBSERVED	
Comparable unit · Same / Changed / Undecided _____	Same start + end · Same / Changed / Undecided _____
Same acceptance rule · Same / Changed / Undecided _____	Evidence pilot must collect _____
Pilot-only setup cost _____	Known pilot changes _____
Next decision _____	Decision owner + date or trigger _____

Draft baseline: required comparison structure is absent or unknown. **Comparison-ready:** structure is present; this does not verify evidence or automation fit. No ROI or savings result belongs in this worksheet.

Observed unit continuation · 3/3

Copy this page for each additional sampled unit. Keep the same workflow boundary and acceptance rule.

04 · One observed unit	
Unit reference _____	Started + accepted _____
Active work · result + unit _____	Elapsed time · result + unit _____
Material wait + cause _____	Review effort + rounds _____
Rework / reopened _____	Exception + handling _____
Acceptance result + check _____	Direct cost + charging unit _____

Evidence state and note	
☐ Observed ☐ Estimated ☐ Unknown · evidence reference, method, or missing support _____	

Do not infer zero from blank. Do not calculate elapsed time when a timestamp is missing. Keep direct pilot setup cost outside this current-process unit record.