SYSTEMS EVALUATOR

A guided team scan: what helps work flow, what creates friction, and what to change.

TEAM PROMPT Which systems help people do their work - and which get in the way?

Where do roles, decisions, or handoffs cause recurring friction no one has fully addressed?

TEAM / GROUP

FACILITATOR / SESSION

DATE

01 SYSTEMS SCAN

Record examples in the group's own words.

	HELPS WORK FLOW	CREATES FRICTION
ROLES Ownership / expectations		
DECISIONS Authority / approvals		
HANDOFFS Transfers / follow-up		
WORK HABITS Meetings / tools / routines		

02 THE REPEATED BOTTLENECK

What keeps coming up?

Choose the most important unresolved friction. What happens when it occurs?

03 ONE SYSTEM CHANGE TO TEST

What would make work easier?

OWNER / NEXT STEP

REVISIT ON

WE WILL KNOW IT HELPED WHEN...