

Workflow Mapping Canvas

Task: _____ Owner: _____ Date: _____

Trigger

What starts it?

Input

What arrives?

Checks

Validate and deduplicate.

Action

What changes?

Review

Who decides?

Output

What means done?

Failure / fallback

How does it stop safely?

Tests

Normal, missing, duplicate, failure.

Success measure

How will the owner know?
