

 The Worksheet

Record five fields for each requirement:

Rule and owner

Plain-language rule, policy or CBA source, and agency approver.

People affected

Unit, role, qualification, location, and current exception process.

Proof

Demo result with a screenshot, export, audit event, or follow-up item.

Delivery

Configuration work, integration owner, staged rollout step, and support commitment.

Cost and close date

Itemized price, unresolved question, due date, and final signoff.

RUN IT ACROSS SIX GROUPS

Coverage and qualifications; rotations and bids; labor, leave, and exceptions; mobile notifications; payroll and audit; and security, implementation, pricing, and exit.