



Your project *brief*.

Start with one workflow. Use this page to frame the work ahead.

NAME

EMAIL

ORGANIZATION

01 What workflow would you improve?

Describe the recurring work, who does it, and where it slows down.

02 What would better look like?

Name a useful first improvement and how you would recognize it.

03 What else should be considered?

Note the tools, people, timing, budget, or other constraints involved.

Complete this brief, scan it, and email it to:

admin@palmettointelligencesystems.com

Keep sensitive information out.