

Form 04 — Evidence ledger

Companion worksheet to *Design-Led Involvement for Business Growth* by Sylvian Bryan.

Project: _____ Date: _____ Use evidence and mark unknowns. Attach supporting records as needed.

Claim and decision affected

Source, date and context

Observation or exact verified quotation

Interpretation and contradictory evidence

Limitations and next evidence step

Tool 5 Handoff specification

Use this where work moves between people, departments, systems, or suppliers. State the triggering event, sending owner, receiving owner, required information, acceptance signal, expected timing, and exception route.

Worked example: a repair request becomes a confirmed appointment only after dispatch has the required customer details and the relevant readiness conditions are satisfied. The customer receives a confirmation identifying the window and preparation requirements. If a required condition remains unresolved, the request retains a provisional state with an owner and next update.

Notes / decisions / next steps

Companion resources: www.sylvianbryan.com/design-led/forms/