CONFUSION AUDIT | CHECKLIST

Surface hidden assumptions before scope is committed

Run this on a brief or initiative before you write tickets. Work through the questions with the people involved, and mark each item honestly.

INITIATIVE **WHO IS IN THE ROOM?**

Three core questions: where are we hesitating, what feels underspecified, and what are we assuming?

1. Hesitation

Where are we hesitating?

Note where the team slows down, goes quiet, or changes the subject.

☐ Clear ☐ Unclear ☐ Unanswered

2. Underspecified

What feels underspecified?

List anything a developer or stakeholder would have to guess at.

☐ Clear ☐ Unclear ☐ Unanswered

3. Assumptions

What are we assuming?

Say each assumption out loud. Then turn it into a decision or a question.

☐ Clear ☐ Unclear ☐ Unanswered

4. Success criteria

How will we know this worked?

Name the signal that would tell you, and who will check it.

☐ Clear ☐ Unclear ☐ Unanswered

5. Owners

Who owns the decision and the delivery?

One name for each. "The team" is not an owner.

☐ Clear ☐ Unclear ☐ Unanswered

6. Dependencies

What must land before this can ship safely?

Systems, approvals, content, data, other teams.

☐ Clear ☐ Unclear ☐ Unanswered

7. Open questions

What questions are still unnamed?

Ask the room what hasn't been asked yet. Write down what comes up.

☐ Clear ☐ Unclear ☐ Unanswered

RESOLVE BEFORE TICKETS

Count the items marked Unclear or Unanswered. If the count is not zero, do not write tickets yet. Resolve those items first. Name each assumption with your stakeholders and convert it into a decision or a question.

Unresolved items: _____ Decision on next step: _____

A structured starting point, not a live consulting engagement. Validate what you find with users and stakeholders.