

Map the tasks before you judge the job.

Use public or synthetic material. Record questions; do not turn this into a job-security score.

Assignment and intended handoff

Permitted inputs and tools

Reviewer / decision owner

TASK 1

Task

Possible assistance

Human responsibility

Evidence to keep

TASK 2

Task

Possible assistance

Human responsibility

Evidence to keep

TASK 3

Task

Possible assistance

Human responsibility

Evidence to keep

Next change to test / evidence to collect / review point:

Worked example: a research handoff.

Synthetic planning example. Proposed assistance, not a measured result or permission to use AI.

Assignment: source-linked summary from approved public materials for supervisor review.

01 Find candidate sources

POSSIBLE ASSISTANCE	Suggest search directions within approved tools.
HUMAN RESPONSIBILITY	Select scope; verify authority, date and relevance.
EVIDENCE TO KEEP	Search notes and rejected candidates.

02 Prepare a first summary

POSSIBLE ASSISTANCE	Draft from the permitted source set.
HUMAN RESPONSIBILITY	Check each proposition; record corrections.
EVIDENCE TO KEEP	Linked passages and correction log.

03 Prepare the handoff

POSSIBLE ASSISTANCE	Organize the reviewed material.
HUMAN RESPONSIBILITY	Name unresolved questions and their decision owner.
EVIDENCE TO KEEP	Reviewer, open questions and acceptance notes.

Choose the next useful action.

Narrow the task, improve an input, protect review time or practice a missing skill. Name one change and the evidence that would tell you whether it helped.