

Workflow measurement contract

A blank worksheet to adapt to your system

Optional metadata

Workflow _____ Date _____ Version _____

| Boundary

Workflow and population; start/end events; included and excluded work.

| Completion signal

Completion event/method; what it confirms; missing or ambiguous completion.

| Workload, data and cache

Operation mix; arrivals/concurrency; data size/shape; cache state/procedure; version/environment.

| Target and summary

Threshold/proportion; rationale; eligible-attempt denominator; window; percentile/sample count.

| Failures and timeouts

Failed, incomplete, cancelled and timed-out attempts; deadline; counting/reporting.

| Hidden work

Work outside component timers; trigger conditions; remaining observation gaps.

| Resource countermetric

Relevant resource; agreed limit; observation window.

| Decision owner

Person responsible; review point; next action for a missed target or inconclusive evidence.

Keep failures and missing completions visible. Leave unknowns explicit.

Steve Leggett | steveleggett.dev

Full guide: <https://steveleggett.dev/writing/measure-the-workflow-not-just-the-request>