

Performance investigation brief

A proposed intake worksheet to identify the next investigation step

Owner

Date / review point

Affected workflow

Action, user or role, environment, and what everyday completion means.

Impact

Interruption, workaround or consequence; affected scope; source of the report.

Conditions and recent changes

When noticed, reported pattern and relevant chronology. Separate suspected from established relationships.

Evidence available

Records, location, context, coverage and access. Keep observations separate from explanations.

Unknowns and competing explanations

Missing facts and hypotheses; what available evidence supports or rules out.

Constraints and correctness

Access and reproduction limits; behavior that must be preserved.

Owner and collaborators

Next-step owner, workflow confirmer, and evidence or access contacts.

Next decision

Question, observation needed, and review point. State what could change the next action.

Keep unknowns explicit. Adapt this worksheet to your system.

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Full guide: <https://steveleggett.dev/writing/performance-investigation-brief>