R05 · Operational monitoring plan

What it is for. Turn the design into a sustainable routine.

When to use it. Before making a decision or updating the corresponding product. You can use a spreadsheet, a document or a notebook; no software licences are needed.

How to use it

1. Start with the real decision or question you need to resolve and set a cut-off date.

2. Fill in only what can be verified; write NOT VERIFIED when data is missing.

3. Separate observed facts, hypotheses and implications, and name a reviewer.

4. Keep the original version and record relevant changes when you update it.

YOUR WORK

Version: _____ Cut-off date: _____ Owner: _____

Decision and scope	
Priority questions	
Sources, method and cadence	
What is out of scope	
Owner and deputy	
Validation and escalation rules	
Product, recipient and frequency	
Useful indicator and review date	

Final check

☐ Is it clear which decision or need it serves?

☐ Can the evidence be located, and is it dated?

☐ Are uncertainties and limits made explicit?

☐ Can someone else repeat or review the work?

Mistake to avoid

The cadence must reflect the speed of change and the consequences of a delay.

FICTIONAL EXAMPLE · NOT YOUR CONTENT

Company A case (educational simulation). Company A reviews a selection of sources twice a week and issues a monthly note for innovation; a critical regulatory signal triggers an extraordinary review.
entirely fictional case. The tools are for educational purposes; they do not represent an audit or certification.