

DESIGN EXPLANATION

Client request → clear handover

ScienceDojo for Business · Fictional studio concept, not evaluated with a client team.

Workplace task

Turn a vague client request into an actionable brief before delivery starts.

Audience: New project coordinators in a fictional IT service team.

Observable learning objective

- Prepare a handover that names scope, acceptance criteria, owner, approver, confirmed deadline, checkpoint, and an action for unresolved information.

Storyboard

- Clarify the request: choose how to resolve missing audience, scope, approver, and deadline; inspect the consequence of the choice.
- Resolve the trade-off: align scope and delivery capacity with the client; separate portal work from the Friday checklist.
- Make the handover usable: record owner, approval, explicit deadline, and checkpoint; review the decisions made.
- Apply it: use the confirmed source notes to write a delivery brief that also handles the outstanding policy-link check.
- Review the work: compare with the four-criterion guide, inspect an illustrative response and human review, and revise the handling of uncertainty.

Delivery and duration

One self-contained browser module. The three decisions take approximately two minutes; reading the task, making decisions, writing the application response, and comparing it with the guide are intended to take about 5-10 minutes. This is an estimate, not a tested completion-time result.

Evaluation plan

- Agree what an acceptable handover contains with the client's subject expert before development.
- Collect responses to different, comparable requests before and after practice, using the same criteria.
- Record who took part, how review was conducted, and any other training or support that could affect the result.
- Review transfer to work with the client. Publish a case study only with permission and describe the limits of the evidence.

Do not infer improved workplace performance from module completion or from this fictional sample.