LoftyBiz One-Page Project File

Write what done means, keep everything in one file, set shorter deadlines from honest hours, and review it every Friday.
From LoftyBiz 134 — Projects That Actually Finish: Clear Success Criteria and Short Deadlines. Systex is our own product; you can find Systex at loftybiz.net, or click the link in the description.

This week's task

Pick the one project that has been nearly done the longest. Write three checks for done, each with a number. Put every link and note for it into a single page. Ask each person the honest hours for their part, and set their deadline from that. Then book fifteen minutes every Friday to review it. Put that project page into Systex, so the routine is waiting for the team.

Project name and owner

Project name	Owner	Start date	Target date	Status
Your project				

Three checks for done (each with a measurement)

The amber row is an example from the video, not a promise. Replace it with your own.

Check for done	How we will measure it	Where it stands this Friday
Example only: 90% of orders arrive through the form	Count orders through the form vs all orders	
1.		
2.		
3.		

In Thaddeus's example, a sign and print shop in Kalamazoo with seven people wrote three checks: ninety percent of orders through the form, quotes out within one working day, and no order retyped by hand. In this example, the form was live in five weeks, and within two months most orders came through it. These are examples, not promises.

Early signs (before the final numbers move)

Early sign	What we are looking for	This week?
Example only: staff using the form for their own phone orders	Yes / not yet	
1.		
2.		
3.		

Honest hours and shorter deadlines

Task	Who	Honest hours	Old deadline	New deadline (from the hours)	Done?
Example only: form layout	Designer	About 6 hours	End of the month	Tomorrow at noon	
1.					
2.					
3.					
4.					

In the same example, six hours of work had been given the end of the month. The new deadline became tomorrow at noon. One approval loop added two days and changed nothing, so it went. Anything under five minutes was done on the spot. These are examples, not promises.

Everything in one place

Links, supplier contacts, drafts and notes from each conversation. Before, the project lived in four inboxes and one person's head.

Item (link, contact, draft, note)	Where it lives now	On this page?
1.		
2.		
3.		
4.		

Friday review (15 minutes)

Date	Which checks were met?	Which early signs moved?	What is blocking the next step?	Decision made to

When one area keeps breaking: plan and owner, not the repair

In Oluwaseun's example, a home renovation company in Dubuque with sixteen people across four crews measured the gap from finish to invoice (around nineteen days in the first month), compared with a firm that did a last-day walk-through, wrote a one-page plan (invoice within five working days; no more than one return visit per job), handed it to a crew lead, and reviewed three numbers every Monday. In this example, the gap dropped to about six days over three months. These are examples, not promises.

Step	Your notes
Measure the starting point (days, snags, return visits, or your own number)	
Compare with the best you can learn from	
Write the plan on one page (done means…, early signs)	
Name an owner who has the time and the authority	
Weekly review of the same three numbers	

Example figures. General education, not financial, legal, HR or tax advice. Results vary. These are examples, not promises.