

A clearer place to start.

Farm workflow worksheet.

One real task. A practical planning conversation.

Use this worksheet before choosing features or commissioning software. It helps describe the people, records, exceptions and outcome behind one agricultural workflow.

- 01** Choose one task and a visible outcome.
- 02** Identify the people and essential information.
- 03** Check exceptions and define the first handover.

Free to use for personal and internal business planning. Examples are fictional. This is not agronomic advice, technical certification or a promise of results.

01 / Define the task

Name one workflow

Example: recording a field inspection that needs a manager's follow-up.

Who starts it, and what triggers it?

Describe a person or role and a specific event.

What happens today?

Write the steps in order. Include paper records, messages and any repeated entry.

What would a useful outcome look like?

Describe something you can observe or test, not a broad productivity promise.

02 / People & information

List only the information needed to complete the task. Use sample or redacted records; avoid personal data and credentials.

Information or record	Who creates / edits it?	Required or optional?

Where will the information come from?

An existing tool, a handwritten log, a device, or direct observation?

Who can view it, and who owns the next action?

Describe permissions and responsibility in plain language.

03 / A worked example

Fictional example: a field observation

Task

A worker records an observation and marks whether follow-up is needed.

People

A worker creates the record; a manager reviews unresolved observations.

Essential information

Field reference, date, observation, follow-up status and assigned role. A photograph may be optional.

Proposed flow

Choose field > add observation > save draft > share when connected > manager reviews > mark resolved.

An important exception

A record saved on the device has not necessarily reached the manager. The interface should distinguish a local draft from a synced record.

One acceptance check

When a required field is missing, the record is not submitted and the missing value is identified.

Outside the first release

Crop diagnosis, yield predictions, sensor integration and a complete farm-management suite.

This is an illustrative planning scenario, not a delivered client project. A developer must assess implementation, security, data handling and reliability.

04 / Ready for a handover?

- ☐ One task has a clear starting point and outcome.
- ☐ The people involved and their responsibilities are named.
- ☐ Required and optional information are separated.
- ☐ The source and ownership of each record are understood.
- ☐ Offline, incomplete and duplicate records have been considered.
- ☐ The first release has explicit exclusions.
- ☐ At least one testable acceptance check is written.
- ☐ Unknowns are listed instead of presented as confirmed facts.

Open questions

What still needs a decision, who should answer it, and by when?

Your next useful step

Choose a review, a planning conversation, a prototype or a more detailed brief.

You can also use the private brief builder on the website. It creates a text file on your device and does not submit an enquiry or place an order.