

PRINTABLE WORKSHEET

# Crew-Level Data Map

Inventory field facts, preserve their context, and map where each record should flow without re-entry.

Use this worksheet with the interactive guide. Complete it as a team, record disagreements, and choose one improvement to test.

| COMPANY | PROJECT / SITE | TEAM | DATE |
|---------|----------------|------|------|
|         |                |      |      |

## Field data inventory

Start with the facts crews create. Record where each is captured today, who owns it, and where it needs to flow.

| FIELD EVENT            | CURRENT CAPTURE | OWNER | DOWNSTREAM USES |
|------------------------|-----------------|-------|-----------------|
| Hazard / near miss     |                 |       |                 |
| Inspection             |                 |       |                 |
| Equipment issue        |                 |       |                 |
| Permit / authorization |                 |       |                 |
| Progress proof         |                 |       |                 |
| Crew question          |                 |       |                 |
| Incident               |                 |       |                 |
| Other                  |                 |       |                 |

## Missing-layer diagnostic

Score each dimension from 0 to 2: 0 = no, 1 = partly, 2 = yes.

| DIMENSION              | QUESTION                                                       | SCORE                                                                            |
|------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Crew context</b>    | Do we know which crew, task, and location the fact belongs to? | <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| <b>Timing</b>          | Was the fact captured when it happened?                        | <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| <b>Risk context</b>    | Is it tied to a risk, permit, form, hazard, or procedure?      | <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| <b>Proof</b>           | Is there photo, note, voice, or signoff evidence?              | <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| <b>Ownership</b>       | Is there an assigned owner if action is needed?                | <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| <b>Integration</b>     | Does the data flow to other systems without retyping?          | <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| <b>Daily-log value</b> | Can this fact improve the daily report?                        | <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| <b>Claims value</b>    | Would this help explain the event months later?                | <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 |
| <b>AI readiness</b>    | Is the data structured and trusted enough for AI answers?      | <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 |

| TOTAL        | READ                     |
|--------------|--------------------------|
| <b>0-6</b>   | Disconnected field data  |
| <b>7-12</b>  | Partial field record     |
| <b>13-15</b> | Connected field record   |
| <b>16-18</b> | Field intelligence layer |

From diagnosis to action

Choose one improvement specific enough to test with one crew and one workflow.

| PROMPT                                                                                  | NOTES |
|-----------------------------------------------------------------------------------------|-------|
| Which field fact most often loses its context?                                          |       |
| Which system currently owns the official record?                                        |       |
| Which details must travel with every fact: person, task, site, time, equipment, source? |       |
| Which downstream system should receive the fact without re-entry?                       |       |
| Which evidence or review would make the data trustworthy enough for AI?                 |       |

Decision: ☐ proceed ☐ pilot first ☐ redesign the workflow ☐ stop

| OWNER | START DATE | REVIEW DATE |
|-------|------------|-------------|
|       |            |             |