

Toolkit Studio blank worksheet

Offline fields mapped to the companion practice questions. Do not send this form to the program.

Before the eight steps

- Work name
- Owner
- Lock date
- Scan or full analysis

Steps 1–8

1. **Desired results** — write the walked answer offline.
2. **Data** — write the walked answer offline.
3. **Engagement** — write the walked answer offline.
4. **Benefits, burdens, and design change** — write the walked answer offline.
5. **Impact statement** — write the walked answer offline.
6. **Accountability** — write the walked answer offline.
7. **Alignment** — write the walked answer offline.
8. **Sustainability** — write the walked answer offline.

Formal doors checked

- Language access
- Disability communication access
- Equity Director / committee
- Tribal / Office of Indian Policy if Nation-impacted
- Equal Opportunity and Access if triggered
- Labor relations if required

Sources

Label each source Official / Guidance / Outside source.