Protect the Critical Path — Capture Sheet

Protect the few things that set the deadline. Decide what yields before the pressure arrives.

TEAM _____ FACILITATOR _____ DATE _____

THE ONE IDEA

Decide what yields before the pressure arrives.

THE DEADLINE WE'RE PROTECTING — AND ITS DATE

_____

PROTECTED — cannot be interrupted

the few things that set the date — write all three lines for each

TASK _____
PEOPLE _____
TIME _____

TASK _____
PEOPLE _____
TIME _____

TASK _____
PEOPLE _____
TIME _____

YIELDS — gives way

everything that doesn't move the deadline — deferred, not killed

_____
_____
_____
_____
_____
_____
_____

Pacing test	Ask of each candidate — keep it only if it survives all three	If…
1 · Slip	"If this slipped a week, would the delivery date move?"	No › not the path
2 · Finish	"If it were done tomorrow, could we still miss the date?"	Yes › not the path
3 · Absorb	"Could another activity absorb its delay?"	Yes › not the path
KEEP	Slipping it moves the date · finishing early doesn't save it · nothing else absorbs its delay	That's pacing work — protect it

THE YIELD RULE

New work yields to Protected unless it moves the deadline itself.

WHO HOLDS THE LINE

_____

Done well when: the protected column is short — a few items, each with its people and time — and the yield rule is concrete enough to say no to next week's "urgent" ask without re-opening it. Photograph the charter and keep it visible where new requests arrive.

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