

TOSS Suite

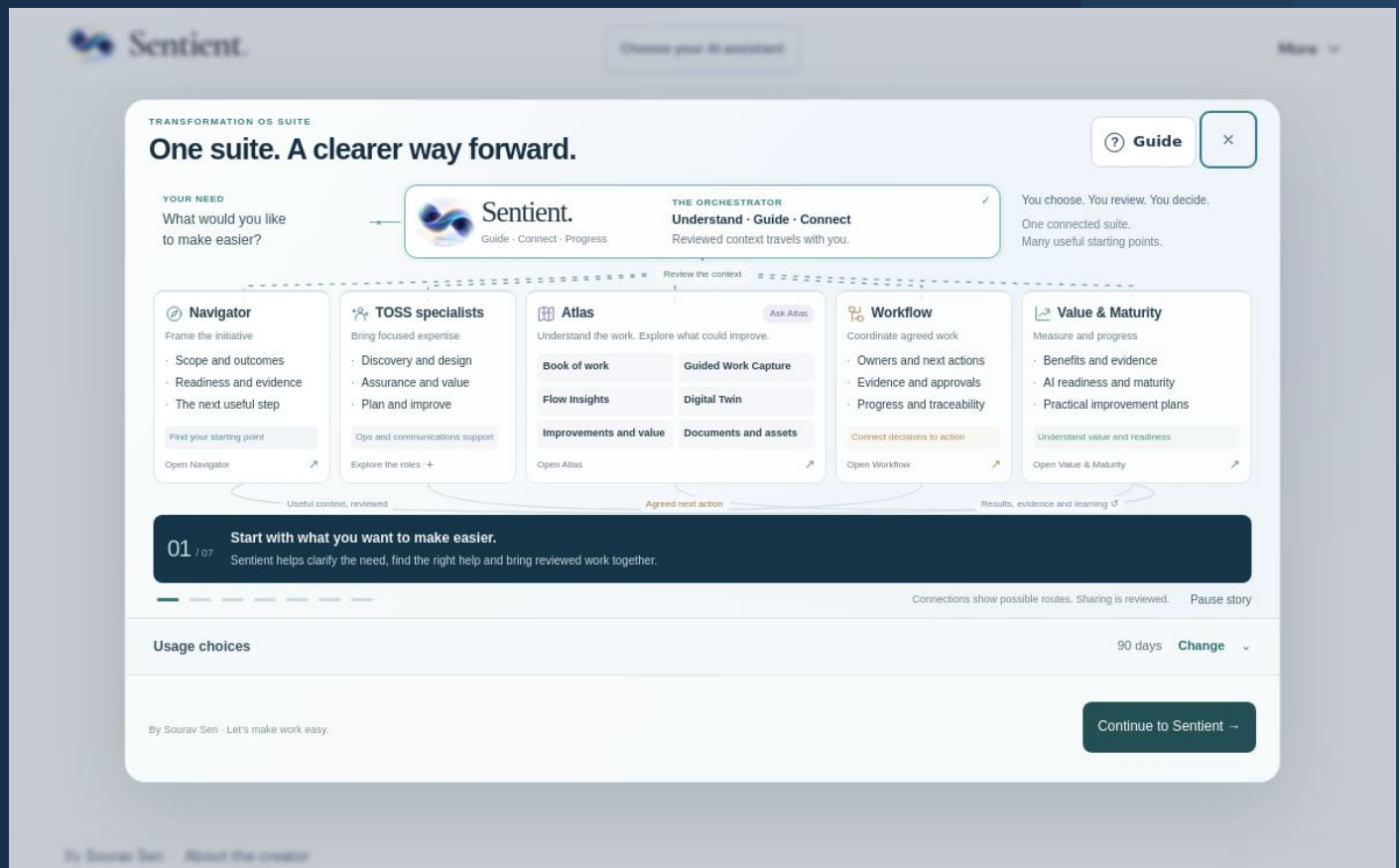
User guide

Five connected Sites. Nine skills. One useful next step.

12 CHAPTERS

83 TASK GUIDES

230 LINKED PAGES



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Created and directed by Sourav Sen, with ChatGPT supporting design and implementation.

Let's make work easy.

START WITH SETUP

Set up for easier work

SETUP GUIDE / Keep your current journey and return to it afterwards

ALREADY STARTED A JOURNEY?

Keep your current task open. Make the relevant settings through More, then return to the same work. You do not need to create another initiative or repeat your question.

1. Confirm your account and work

Use the intended signed-in account. Check the active initiative, Atlas or workspace before retaining or sharing information.

2. Choose your assistant when using AI

Select the assistant and work environment that can produce the outputs you need. Save your preference before preparing the brief.

3. Save a clear starting point

Name the work so you can recognise it. Save meaningful progress and check the confirmation or edition.

4. Add people only when needed

Set up collaboration and roles in the asset that holds the work. Check who can see or change the relevant records.

5. Connect sources only when useful

Mail and storage setup are optional. Configure a precise scope and confirm access in the assistant itself.

[FIRST-TIME START](#)[ALREADY WORKING](#)[TASK DIRECTORY](#)

Deeper help, one step at a time

Your chosen assistant uses the methods relevant to your outcome.

Eight compact starting aids

The working brief includes Discovery, Future-State, Governance, Implementation Planning, Value Realization, Continuous Improvement, Reply Drafting Desk and Ops Command Center. The assistant combines the relevant methods, checks evidence and produces the requested outputs. These aids are not the complete manuals.

Detailed methods when needed

The assistant retrieves the applicable full sources when its tools permit. If access fails, open Method access help on the same TOSS handoff screen and choose Download brief with full methods. Attach that one file in the same chat; it keeps the original return identity.

Useful additional help is your choice

At useful findings, decisions or milestones, the assistant may offer a concrete related output and explain its benefit. Accept, decline or defer. The main result remains usable; optional work never blocks it. Accepting extra help does not grant new mailbox, storage or action permissions.

Keep your place through setup and review

Before adding a connection or changing assistants, retain the goal, draft, evidence and next action. Resume the same work after verifying access. Use expandable views where your host supports them. Inspect a long result by section, then save the whole validated return from any page; saving does not approve it.

OPEN THE MATCHING TASK

SPECIALIST HELP

METHOD ACCESS HELP

CHANGE SETUP MID-WORK

MAIL CONTEXT

OPS WORKSPACE

LARGE REVIEWS

Starting for the first time

Follow this order. Set up only what the current question needs.

- 1** Begin with your question. Describe what you want help with, the work included and what a useful answer should contain. Keep the resulting journey open.
- 2** Confirm the account and working context. Use the intended account when saving or accessing retained work. Start in Sentient if the destination is unclear. Otherwise open the asset that matches the question and name the work.
- 3** Choose your assistant, if using AI. Select the assistant and work environment. For ChatGPT Work, sign in and click Use ChatGPT Work across TOSS to save your choice and enable the five Suite saved-work connections together. Other assistants use the progress-file route.
- 4** Add only necessary access. If people need to work together, set their roles in the relevant asset. If the task needs mail or storage, configure its bounded scope and authorise the source in your assistant. Otherwise continue.
- 5** Keep a starting point and prepare the brief. Save meaningful work and check the confirmation. Use Continue with my AI or Use my AI, review the scope and requested outputs, then copy or download the brief. Save the source when prompted.
- 6** Work, return and check. Use the brief in the chosen assistant. Open its exact return link, upload or paste the valid progress return, review it and choose Save progress. Read the confirmation and continue the next action shown.

[ASSISTANT DETAILS](#)[WORKSPACE DETAILS](#)

Already working: preserve and resume

Choose the situation that matches what is on your screen.

A. You have unsaved edits

1. Keep the current task open. 2. Save or export useful draft work where offered and read the result. 3. Open More to change the relevant setting. 4. Close the settings and confirm the same work item and next action. If saving is unavailable, retain a copy before changing account, workspace or leaving the page.

B. Your work is saved; no brief has been sent

1. Note the saved work name. 2. Change the assistant or other relevant setting. 3. Return to that work, or use More > Your work > Resume saved work. 4. Prepare the brief after reviewing the updated context.

C. You already sent a brief to an assistant

1. Keep the brief, assistant conversation and return link. 2. Continue with that prepared journey if it still fits. 3. If the assistant or scope must change, use the change-assistant route on the next page. 4. Review the replacement brief before sending it.

D. The assistant has produced a result

1. Keep the deliverables and progress file. 2. Use the original return link or resume that saved work. 3. Upload, review and save the matching result. 4. Change preferences for later work after that checkpoint, unless the returned result no longer matches the intended scope.

IF YOU CANNOT CONFIRM A SAVE

Preserve the draft and leave its screen open. Correct the issue shown or retry the same save. Do not start another initiative merely to work around an uncertain save.

CHANGE ASSISTANT

WORKSPACE / PEOPLE

Change an assistant during the journey

Keep the existing work and make the new brief explicit.

- 1 Preserve the current checkpoint. Keep the saved work reference, original brief, useful files, conversation link and any returned result. Record the current question and what remains to be done.
- 2 Change the preference. Open More > Setup & access > AI & integrations. Select the assistant and work environment. For ChatGPT Work, click Use ChatGPT Work across TOSS to save the choice and enable Suite saved-work connections together. Existing selections are not migrated automatically.
- 3 Check whether the brief is already prepared. A prepared journey retains its recorded assistant. Changing the preference does not rewrite an earlier brief or transfer the old assistant conversation.
- 4 Prepare the next brief from the correct work. Resume the same saved work and use its current AI continuation action. Review the assistant, scope, retained findings, requested outputs and return destination before copying or downloading the brief.
- 5 Continue with context, then return. Provide the new assistant the reviewed brief and relevant prior outputs you may share. Use the exact return link and valid progress file for that brief. Review and save the result in the intended work.

IF A REPLACEMENT BRIEF IS NOT OFFERED

Keep the original journey and files. Use the supported continuation or reviewed copy route shown. Do not rename a progress file to force it into a different request; check the validation message and correct the matching issue.

[ASSISTANT SETTINGS](#)
[RETURN / SAVE TASK](#)

Change workspace, people or sources

Make one change, verify it, then return to the original task.

Move to another workspace or account

1. Save or export the current draft and keep its reference. 2. Select the intended account and workspace. 3. Verify the name and your access. 4. Use the supported handoff, import or reviewed copy route when taking work across. 5. Check the receiving record and save it. A workspace switch does not copy work automatically.

Add a colleague after work has begun

1. Save the version to be shared. 2. Open the asset's people or workspace-access controls. 3. Choose the minimum suitable role and review the person or invitation. 4. Share the link yourself when required. 5. Check acceptance or granted access, then assign work responsibilities separately.

Add mailbox or storage access later

1. Keep the current task and scope. 2. Open AI & integrations > Set up mailbox or storage. 3. Define the bounded source and allowed action. 4. Authorise it in the assistant's settings. 5. Ask the assistant to confirm the available source and use it for this task. Review a revised brief if the evidence or scope has changed.

Your scope changes while the assistant is working

1. Tell the assistant what changed and what remains valid. 2. Return to the original TOSS task and use its supported amend or revisit option. 3. Prepare updated context where required. 4. Review the new result against the revised scope before retaining it. Keep previous outputs for comparison.

[WORKSPACE DETAILS](#)[PEOPLE & ACCESS](#)

Choose your AI assistant

SETUP GUIDE / Keep your current journey and return to it afterwards

- 1** Choose your AI assistant. Select ChatGPT, Claude, Microsoft 365 Copilot or Gemini and a work environment that can create the required files.
- 2** Use ChatGPT Work across TOSS. For ChatGPT Work, sign in and click this action. It saves your preference and enables existing saved-work connections for Sentient, Atlas, Navigator, Workflow and Value & Maturity together. No separate enable step is needed.
- 3** Keep control of access. You can pause individual Suite connections. Reloading or retrying stale setup never resumes paused assets. Source roles and access stay unchanged.
- 4** Change a preference later. Open More > Setup & access > AI & integrations to update an existing choice; there is no automatic migration. Other assistants use the progress-file route. A prepared brief retains its recorded assistant.

PERMISSIONS REMAIN SEPARATE

ChatGPT app permissions and optional mailbox or storage connections are not granted by this choice. Verify the tools and access actually available in your assistant.

Keep the TOSS task open in one tab and your chosen assistant in another. Carry the prepared brief, work with the assistant, then return to the original TOSS task.

ASSISTANT SETUP TASK

Choose your work context

SETUP GUIDE / Keep your current journey and return to it afterwards

USE THE RECORD THAT MATCHES THE TASK

Keep the original initiative reference. Sentient retains the request; Atlas holds process work; Navigator frames the initiative; Workflow coordinates work; Value & Maturity retains measurement.

Keep your context recognisable

Use a meaningful name and a short scope statement. Record the owner, intended outcome and important boundaries. Keep unknown facts visible.

Check the saved state

Use the relevant save control and read its result. Check the record name, edition or saved reference before leaving the page.

Make returning easy

Open More > Your work > Resume saved work. Choose the intended item and confirm that it opens the current saved version and relevant next action.

When switching contexts

Save or export useful draft work first. A new workspace or a different account should not be assumed to contain another workspace's records.

[OPEN SETUP PROCEDURE](#)[RESUME WORK](#)

People, roles and access

SETUP GUIDE / Keep your current journey and return to it afterwards

- 1** Create or choose the shared workspace. In Workflow, enter a clear workspace name and purpose. The creator becomes its first owner.
- 2** People and roles. As owner or administrator, prepare an invitation for the person's sign-in email. Choose the workspace role and expiry, then review the invitation.
- 3** Share and accept. Create and share the invitation link yourself. It remains pending until accepted. Creating the workspace does not invite or notify anyone.
- 4** Assign work responsibilities separately. Workspace membership and work-specific decision responsibilities are separate. Check the owner, decision maker and reviewer for the work item.

CHECK BEFORE CONTINUING

Confirm the correct account, record and role. Review invitation acceptance or granted access before relying on a colleague's participation.

OPEN ACCESS PROCEDURE

Optional connections and a first return

SETUP GUIDE / Keep your current journey and return to it afterwards

OPTIONAL / WHEN THE TASK NEEDS A SOURCE

Open More > Setup & access > AI & integrations > Set up mailbox or storage. State the purpose, service, account and precise folder, topic, people or date range.

Authorise in the assistant

Connect the service through the assistant's own settings and review its permissions. Saved TOSS setup records intent; it does not grant mailbox or storage access.

Decide the allowed action

For Reply Drafting Desk, begin with a draft. For Ops Command Center, review proposed folders and indexes before authorising creation. Check the actual destination.

Check one complete return

Prepare a brief from the current task. Ask the assistant for the requested deliverable and return format. Bring its result back through the offered import or upload control, review it and check the save confirmation.

Ready to continue

You can identify the work, preferred assistant, saved record and next action. Add further integrations only when the scope requires them.

[SOURCE SETUP](#)[CHOOSE YOUR TASK](#)

A useful path from intent to action

TOSS brings together places to frame initiatives, understand work, coordinate action and assess outcomes, supported by specialist and utility methods in your chosen assistant.

START HERE

You can begin where the need is, use the appropriate method, retain useful outputs and carry reviewed context into the next piece of work. This reduces repeated explanation and makes the next action easier to see.

WHEN THIS GUIDE HELPS

- The next useful step is unclear.
- A process, initiative, decision or improvement needs structure and evidence.
- Work needs specialist analysis, practical coordination or a clear result that others can review.

WHAT A USEFUL RESULT LOOKS LIKE

- The chosen task has a useful, reviewed result with a clear basis and limitations.
- The result is retained in the right place, the next owner or action is clear and any return to the starting point has been completed.
- Completion is judged for the work you chose. You do not need to visit every Site or use every skill.

[OPEN TOSS SUITE](#)[FIRST TASK](#)

Use this guide beside your work

Choose a task

Select a chapter, its task index or a PDF bookmark. Every task links directly to the current browser walkthrough.

Follow the numbered steps

Begin and inspect on the first task page. Complete and retain on the second. Keep the working Site open beside the guide.

Use the control maps

These diagrams highlight the relevant controls from the current task catalogue. They are orientation illustrations, not screenshots or live records. The Suite cover uses the published Site preview.

Check the result

Read Check the result and Next useful action. Saving, importing a result, approving a decision and closing work are separate actions.

Ask and return

Use your chosen AI for help when useful. Review its answer, return to the same task and save supported changes. A conversational answer is not proof that a Site record was saved.

Keep your place

Contents, Section, Previous and Next work within this PDF, including offline. Browser walkthroughs and Site links need internet access and any required sign-in.

Current edition

Prepared 20 October 2026 from the current Suite guide catalogue, edition 4.2, updated 20 October 2026. The links use the new toss-* Sites. Controls can vary by account and permissions.

[OPEN BROWSER GUIDE](#)

Choose a chapter

Select a chapter, then choose the task you need.

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ACROSS THE SUITE

SET UP FOR EASIER WORK

Choose a chapter / continued

Select a chapter, then choose the task you need.

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ACROSS THE SUITE

SET UP FOR EASIER WORK

Your current working journey

One useful action at a time, across the Suite.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with your current working journey. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

CHOOSE A TASK

OPEN TOSS SUITE

Tasks in this chapter

Select the task that matches your next action.

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Select the task that matches your next action.

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Tasks in this chapter / continued

Select the task that matches your next action.

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Continue with ChatGPT

T001 / Begin and inspect

Use the relevant Suite screens for your goal, with one focused action and a clear return to the same conversation.

START

Your current TOSS work or guide

- 1** Choose ChatGPT Work once. Sign in to the intended TOSS account, select ChatGPT and Work, then click Use ChatGPT Work across TOSS. This saves your preference and enables existing saved-work connections for Sentient, Atlas, Navigator, Workflow and Value & Maturity together; no separate enable step is needed. Send the prepared brief in one conversation and state your goal; sivraj selects the relevant capabilities.
- 2** Check the access needed. Existing source access and roles stay unchanged. ChatGPT app permissions and optional mailbox or storage connections remain separate. Check that the required tools are actually available. You can pause individual Suite connections; reloading or retrying stale setup never resumes them. Use the progress-file route if a connection is unavailable.
- 3** Open the relevant working screen. The assistant chooses one actual Suite view with a clear purpose. Where supported, it creates or reuses a planning record without replacing linked work. Navigator readiness stays unassessed, Atlas scenarios stay proposed, and Value entries stay forecasts until evidence supports a change. Workflow preparation uses your active personal workspace and does not launch execution. Unknowns remain unknown.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Continue with ChatGPT

T001 / Complete and retain

4 Work visibly and intervene when needed. With available authorised browser tools, ChatGPT can open and operate the real screen visibly, then pause for your named action. You can intervene or take over when the host permits. Otherwise open the exact focused link yourself. Follow one action at a time and use the screen's Back or return control to keep your place.

5 Review the actual saved result. If an in-chat saved-result workspace appears, use Expand or Restore where supported. Rendering depends on the host and connection; it is not guaranteed. If it does not appear, open the returned focused review link at /review-result. A generated diagram or preview is a deliverable, not evidence of a live connected Suite screen.

6 Return and continue. Use the return control to the same conversation; if no chat link was retained, return manually and say Continue. The assistant reads the visit receipt and any changed saved context, then resumes the next useful action. A saved draft or review receipt is not approval or execution. Replies stay succinct without omitting essential evidence, assumptions, uncertainty, risks or next actions. Supporting detail uses real available files or views; figures stay honestly labelled. sivraj adds character, not length.

CHECK THE RESULT

The relevant work is visible, your action is clear and the assistant resumes from the actual saved state without claiming unverified access, rendering or completion.

NEXT USEFUL ACTION

Continue the same goal. Accept, defer or decline any additional useful possibility.

IF SOMETHING INTERRUPTS THE TASK

Keep the draft and saved references. Resolve only the blocked setup or action, then resume the same initiative.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Continue with Gemini

T002 / Begin and inspect

Use short review steps and retain the same work through setup or delivery interruptions.

START

Your current TOSS work or guide

- 1 Attach the prepared package. Choose Gemini in TOSS, then Task and your available model in Gemini. Attach TOSS-Gemini.zip and send. It contains your goal and indexed full methods; Gemini should read only relevant sections and start with one useful finding. No extra step-by-step instruction is needed.
- 2 Review the next useful decision. Replies should stay brief, identify assumptions and offer a relevant next possibility naturally. Accept, defer or decline. Fictional work needs no source connections; add scoped mail or storage access only when real work needs it, then resume the same draft.
- 3 Distinguish the review surfaces. Live TOSS insets did not appear in the observed Gemini tests and remain unmet. If Task offers View live, inspect its actual TOSS browser screen; use Take over task only when offered, then Go back to Gemini. Generated Canvas previews and offline review files are different surfaces, not connected TOSS insets.

CONTROL MAP / ILLUSTRATIVE

Continue with Gemini

More / Setup & access

Attach the prepared package

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Continue with Gemini

T002 / Complete and retain

4 Recover without restarting. If ZIP reading fails, use Attachment or method access help on the same brief screen and Download readable Gemini brief. If Task says Complete but nothing appears, use Copy recovery request on the TOSS upload screen and paste it into the same chat. Ask for existing work first; do not assume a completion indicator means delivery.

5 Check and retain a milestone. Inspect actual files and numerical assumptions. Upload TOSS-Progress.zip through the exact return link, review and Save progress. One save retains the whole return from any review page. A receipt means saved, not approved or executed.

CHECK THE RESULT

A useful result is visible, the next step is clear and any missing surface or file is stated honestly.

NEXT USEFUL ACTION

Continue the same conversation. A revised brief is needed to apply new instructions to older work.

IF SOMETHING INTERRUPTS THE TASK

Keep the draft and saved references. Resolve only the blocked setup or action, then resume the same initiative.

ASK AND RETURN

Help me continue with gemini. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Set up before your first request

T003 / Begin and inspect

Prepare only what the intended work needs, in this order.

START

Your current TOSS work or guide

- 1 Choose the account and work. Sign in to the intended TOSS account. Create or select the relevant initiative or workspace, and check that you can open its saved record. Ask the workspace owner for missing membership or role access.
- 2 Choose your assistant. Under More > Setup & access > AI & integrations, choose the assistant and work environment. For ChatGPT Work, sign in and click Use ChatGPT Work across TOSS; this saves your choice and enables the five Suite saved-work connections together. Other assistants continue through the progress-file route.
- 3 Add only relevant sources. For a context-based reply, set up the mailbox. For folders, registers or dashboards, set up the exact storage location. Connect the service in the assistant and verify one scoped read. These are optional for work that uses supplied files.

CONTROL MAP / ILLUSTRATIVE

Set up before your first request

More / Setup & access

Choose the account and work

Related controls: Choose your assistant • Add only relevant sources • Agree working conventions • Start with the outcome

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Set up before your first request

T003 / Complete and retain

4 Agree working conventions. For shared work, identify the human owner, evidence location, naming/version rules and who may approve. Ops Command Center can propose a single arrangement for you to review.

5 Start with the outcome. Return to the work and choose Continue with my AI. State the goal, boundaries, audience and required files. Send the prepared brief. The assistant selects relevant methods and begins useful work.

CHECK THE RESULT

You have the right account, a saved work reference, a chosen assistant and any necessary verified source access.

NEXT USEFUL ACTION

Continue the focused action. You can add optional setup later.

IF SOMETHING INTERRUPTS THE TASK

Keep the draft and saved references. Resolve only the blocked setup or action, then resume the same initiative.

ASK AND RETURN

Help me set up before your first request. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Add or change setup after work has begun

T004 / Begin and inspect

Preserve useful work while fixing only what is missing.

START

Your current TOSS work or guide

- 1** Keep a continuity checkpoint. Keep the current conversation open. Ask the assistant to retain the goal, draft, evidence, open decisions and blocked next action. Save meaningful progress through the available TOSS route before leaving.
- 2** Change the needed setup. Open More > Setup & access > AI & integrations. Existing assistant selections are not changed automatically. To adopt ChatGPT Work, update your preferred assistant and click Use ChatGPT Work across TOSS. Mailbox, storage and ChatGPT app permissions remain separate. An earlier brief keeps its recorded assistant.

CONTROL MAP / ILLUSTRATIVE

Add or change setup after work has begun

More / Setup & access

Keep a continuity checkpoint

Related controls: Change the needed setup • Bring the change into this journey • Verify and resume

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Add or change setup after work has begun

T004 / Complete and retain

3 Bring the change into this journey. For a new source in the same chat, choose Download setup brief and attach it there. For a different assistant, Resume the saved work and prepare a fresh brief from the current version; carry any unsaved draft separately.

4 Verify and resume. Ask the assistant to verify one relevant read, reconcile new evidence with the retained draft and resume the blocked action. A newer brief has its own return identity; never submit an older return as if it belonged to it.

CHECK THE RESULT

The prior draft and decisions remain available; the assistant resumes the intended task with verified access.

NEXT USEFUL ACTION

Continue from the interruption point. Do not repeat completed discovery without a reason.

IF SOMETHING INTERRUPTS THE TASK

Keep the draft and saved references. Resolve only the blocked setup or action, then resume the same initiative.

ASK AND RETURN

Help me add or change setup after work has begun. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Use the right mix of specialist help

T005 / Begin and inspect

Turn a request into a complete, evidence-led result without choosing a menu of roles.

START

Your current TOSS work or guide

- 1 Describe the result and boundary. Say what you need and what is out of scope. For example: diagnose invoice rework, compare a target process, prepare a rollout plan and show how value will be measured.
- 2 Let the assistant select methods. The brief carries starting guidance, and Gemini receives an indexed source package, for Discovery, Future-State, Governance, Implementation, Value, Continuous Improvement, Reply Drafting Desk and Ops Command Center. The assistant uses the relevant combination and reads detailed methods as needed.
- 3 Review the substance. Look for evidence, assumptions, alternatives, risks, owners, deliverables and unresolved decisions relevant to your goal. A design self-review must not be labelled independent assurance; a saved forecast is not realised value. Routine chat stays brief; open the deliverable for full detail or ask the assistant to expand.

CONTROL MAP / ILLUSTRATIVE

Use the right mix of specialist help

More / Setup & access

Describe the result and boundary

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Use the right mix of specialist help

T005 / Complete and retain

4

Discover useful possibilities. At a useful milestone, the assistant should notice what could help your next decision. Examples include a business case, options comparison, risk review, rollout plan, benefit model, experiment, contextual reply or project controls. It explains the relevant output and benefit; you need not know a skill name.

5

Choose what helps. Accept, decline or defer. For a wider view, ask “What else could help this decision?” The assistant recommends a few relevant possibilities. After acceptance, it reuses your context, asks only a few focused questions for important gaps and prepares useful sections with unknowns marked. In-scope work is included in the main result; optional work never blocks it.

CHECK THE RESULT

Each requested outcome has a useful result or a clearly stated gap. Optional work starts only after your choice.

NEXT USEFUL ACTION

Continue the agreed next action or finish here.

IF SOMETHING INTERRUPTS THE TASK

Keep the draft and saved references. Resolve only the blocked setup or action, then resume the same initiative.

ASK AND RETURN

Help me use the right mix of specialist help. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Continue when your AI cannot read the methods

T006 / Begin and inspect

Keep the initial brief compact and use one fuller attachment only if needed.

START

Your current TOSS work or guide

- 1 Start with the normal brief. For Gemini, attach TOSS-Gemini.zip and follow Continue with Gemini. For other assistants, send the prepared working brief. It includes all eight compact method aids; these are starting guidance, not the complete manuals. The assistant can retrieve applicable detailed sources when its tools permit.
- 2 Open Method access help. If the assistant reports that it cannot retrieve a required method, return to the same TOSS brief screen. From Upload result, use Back to the AI handoff screen and open Method access help.

CONTROL MAP / ILLUSTRATIVE

Continue when your AI cannot read the methods

More / Setup & access

Start with the normal brief

Related controls: Open Method access help • Download brief with full methods • Resume the relevant method

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Continue when your AI cannot read the methods

T006 / Complete and retain

3 Download brief with full methods. Use this action once. Attach TOSS-working-brief-with-methods.txt in the same assistant conversation. It contains the full source material for the suggested roles and keeps the original work and return identity.

4 Resume the relevant method. Ask the assistant to use the supplied sources and continue the existing draft. If the host rejects the larger file, retain the work and use a capable approved environment or supported retrieval. Do not pretend the missing method was read.

CHECK THE RESULT

The assistant can identify which detailed methods it actually read, or clearly states the remaining limitation.

NEXT USEFUL ACTION

Continue useful work in the same journey; do not upload dozens of source fragments.

IF SOMETHING INTERRUPTS THE TASK

Keep the draft and saved references. Resolve only the blocked setup or action, then resume the same initiative.

ASK AND RETURN

Help me continue when your ai cannot read the methods. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Prepare a reply with relevant earlier email context

T007 / Begin and inspect

Use earlier correspondence only when it could materially change the reply.

START

Your current TOSS work or guide

- 1** Set a bounded mailbox scope. Open More > Setup & access > AI & integrations > Set up mailbox or storage. Choose Mailbox, service, account label, relevant topic/people and date range. Save setup without entering passwords.
- 2** Connect and verify. Follow the official connection instructions in the chosen assistant. Ask it to verify the intended account and one relevant read. If access is unavailable, provide selected thread excerpts and say which history is missing.

CONTROL MAP / ILLUSTRATIVE

Prepare a reply with relevant earlier email context

More / Setup & access

Set a bounded mailbox scope

Related controls: Connect and verify • Provide the current thread and purpose • Review Context Check and draft

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Prepare a reply with relevant earlier email context

T007 / Complete and retain

3 Provide the current thread and purpose. Ask for the reply, audience and tone you need. Authorise a relevant historical search if needed within your chosen scope. The assistant reads the current thread first, then checks material commitments, conditions and superseded messages.

4 Review Context Check and draft. Check what was actually searched, the period, material findings and conflicts. Review the apt draft and any placeholders. You decide what to send through your own mail process; this utility does not send or modify messages.

CHECK THE RESULT

You receive a supported draft and a clear account of checked or unavailable context.

NEXT USEFUL ACTION

Approve the wording for your own sending process, or request a specific refinement.

IF SOMETHING INTERRUPTS THE TASK

Keep the draft and saved references. Resolve only the blocked setup or action, then resume the same initiative.

ASK AND RETURN

Help me prepare a reply with relevant earlier email context. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Prepare folders registers and dashboards

T008 / Begin and inspect

Equip Ops Command Center with a clear location and an accepted working arrangement.

START

Your current TOSS work or guide

- 1** Choose the storage location. In Set up mailbox or storage, choose Storage, the service, account and exact folder or repository. Choose Read & propose an index, or Create folders & files after I review the plan.
- 2** Connect and inspect first. Connect the service in the assistant and verify scoped access. Ask the assistant to inspect relevant existing content and propose one arrangement for folders, naming, metadata, versioning, the artefact index and status views.
- 3** Accept a concrete plan. Check the exact destination and proposed new objects. Choose a Lightweight, Standard or Controlled approach suited to your work. Accept the plan before creation; changes to existing files or sharing require separate authority.

CONTROL MAP / ILLUSTRATIVE

Prepare folders registers and dashboards

More / Setup & access

Choose the storage location

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Prepare folders registers and dashboards

T008 / Complete and retain

4 Check the results and register. Verify created IDs/links. The index should record initiative, stable artefact ID, title/type, owner, version/current marker, state, location and modified date. Check dashboard sources, date and refresh method.

5 Resume safely after interruption. If a write times out, ask the assistant to reconcile the destination and index before retrying. Preserve current and superseded lineage; record approval only with real decision evidence.

CHECK THE RESULT

Created items have verified locations, and the register agrees with the actual work. Unavailable operations remain explicit proposals.

NEXT USEFUL ACTION

Use exception-based housekeeping and review status when evidence changes.

IF SOMETHING INTERRUPTS THE TASK

Keep the draft and saved references. Resolve only the blocked setup or action, then resume the same initiative.

ASK AND RETURN

Help me prepare folders registers and dashboards. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Finish a long review in one logical action

T009 / Begin and inspect

Review what matters without clicking through every page.

START

Your current TOSS work or guide

- 1** Inspect the summary and exceptions. Open the returned draft and check its purpose, material assumptions, evidence gaps and decision needs. Expand or restore the actual view where supported.
- 2** Browse only what you need. Use Previous, Next or section navigation to inspect details. Back returns to the preceding journey screen. A 69-page result does not require 69 review clicks.

CONTROL MAP / ILLUSTRATIVE

Finish a long review in one logical action

More / Setup & access

Inspect the summary and exceptions

Related controls: Browse only what you need • Save the whole draft • Continue with the real decision state

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Finish a long review in one logical action

T009 / Complete and retain

3

Save the whole draft. On the returned-draft screen, Save progress is available from any page and retains the whole validated return. In an already saved review, use Done reviewing when offered. Wait for the receipt.

4

Continue with the real decision state. Return to the same assistant or next focused action. Saving or finishing review does not approve a proposal; a consequential approval still identifies the exact version and authorised decision-maker.

CHECK THE RESULT

One save or finish action advances the review; the retained result and any pending approval are clear.

NEXT USEFUL ACTION

Continue the next logical step.

IF SOMETHING INTERRUPTS THE TASK

Keep the draft and saved references. Resolve only the blocked setup or action, then resume the same initiative.

ASK AND RETURN

Help me finish a long review in one logical action. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Find a view or Suite asset

T010 / Begin and inspect

Keep navigation separate from the current action.

START

Your current work screen

1

More. Open More without leaving the current work.

2

Explore. Choose Explore, then Workspace views to see the views for this asset. Atlas also offers Exploration views when that workspace is open.

CONTROL MAP / ILLUSTRATIVE

Find a view or Suite asset

More

More

Related controls: Explore • Choose the destination • Return safely

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Find a view or Suite asset

T010 / Complete and retain

3

Choose the destination. Select the view you need. For a different asset or specialist, use Explore TOSS.

4

Return safely. Use Back inside the menu or close it with Escape or a click outside. Save meaningful edits before leaving the current work.

CHECK THE RESULT

The intended view opens and the navigation menu closes.

NEXT USEFUL ACTION

Use the focused action for that view.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me find a view or suite asset. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Choose your AI assistant

T011 / Begin and inspect

Set your preference before handing work to an assistant.

START

Your current work screen

- 1

Choose your AI assistant. At first setup, select ChatGPT, Claude, Microsoft 365 Copilot or Gemini.
- 2

Choose the work environment. Use the work mode and model guidance shown for that assistant. Ordinary chat may lack file creation or connected tools.

CONTROL MAP / ILLUSTRATIVE

Choose your AI assistant

More

Choose your AI assistant

Related controls: Choose the work environment • Confirm your choice • Manage access later

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Choose your AI assistant

T011 / Complete and retain

3 Confirm your choice. For ChatGPT Work, sign in and click Use ChatGPT Work across TOSS. One action saves the preference and enables the existing saved-work connections for Sentient, Atlas, Navigator, Workflow and Value & Maturity. Other assistants use the progress-file route.

4 Manage access later. Update an existing selection under More > Setup & access > AI & integrations; there is no automatic migration. Individual pause controls remain available, and reloading or retrying stale setup does not resume paused assets. Source roles, mailbox/storage access and ChatGPT app permissions are separate. A prepared brief retains its recorded assistant.

CHECK THE RESULT

The chosen assistant and work environment are visible before you continue.

NEXT USEFUL ACTION

Start your work or choose Continue with my AI.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me choose your ai assistant. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Continue your work with AI

T012 / Begin and inspect

Carry the selected work into your preferred assistant without explaining it again.

START

Your current work screen

1 Continue with my AI. From the current work, use Continue with my AI or Use my AI. Review the selected context and the result you need.

2 Prepare the brief. Keep the intended scope and requested output formats. Save the source when asked so future progress has a reference point.

CONTROL MAP / ILLUSTRATIVE

Continue your work with AI

More

Continue with my AI

Related controls: Prepare the brief • Open your assistant • Continue in the same conversation

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Continue your work with AI

T012 / Complete and retain

3

Open your assistant. Use the presented action to copy or download the working brief. Attach or paste it into the work environment selected at setup.

4

Continue in the same conversation. Develop the result there. Use the exact return link and progress file supplied with the result when it is ready to save.

CHECK THE RESULT

The assistant has the current brief and knows which useful output to produce.

NEXT USEFUL ACTION

Keep working in the assistant until the result is ready for review.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me continue your work with ai. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Upload and save your AI result

T013 / Begin and inspect

Keep the completed work against its original request.

START

Your current work screen

- 1** Upload result. Open the exact return link from your assistant or Resume the saved work and choose Upload result.
- 2** Upload progress file. Select the TOSS progress ZIP or JSON, or Markdown with a valid progress block. If it opened as text, paste the whole return into the text field.
- 3** Review result. Read the result or validation message. Narrative-only Markdown can be kept as a supporting document; it does not restore structured progress.

CONTROL MAP / ILLUSTRATIVE

Upload and save your AI result

More

Upload result

Related controls: Upload progress file • Review result • Save progress • Continue with your AI

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Upload and save your AI result

T013 / Complete and retain

4

Save progress. Save from the review screen when ready. You do not need to step through every page. Wait for the confirmed saved outcome.

5

Continue with your AI. Follow the next action shown or return to the linked conversation. If no conversation is linked, add its address when offered.

CHECK THE RESULT

The screen confirms a save. A downloaded file alone is not a TOSS save.

NEXT USEFUL ACTION

Resume the recommended next step.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me upload and save your ai result. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Resume your saved work

T014 / Begin and inspect

Return to the next relevant action with the saved context.

START

Your current work screen

1

Your work. Open More, then Your work, then Resume saved work. Find the intended item.

2

Resume. Choose Resume beside that item. TOSS checks current access, saved versions and available progress.

CONTROL MAP / ILLUSTRATIVE

Resume your saved work

More

Your work

Related controls: Resume • Continue the focused step • Back

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Resume your saved work

T014 / Complete and retain

3 Continue the focused step. The next screen may offer Upload result, Review saved result, Continue this step or Continue with my AI. Follow that action.

4 Back. Use Back to return to the previous screen. Revisit an earlier journey step to amend and redo it when that option appears.

CHECK THE RESULT

You are continuing the intended work item and its current saved version.

NEXT USEFUL ACTION

Complete the action shown before moving on.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me resume your saved work. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

BROWSER WALKTHROUGH

BACK TO TASK INDEX

Return home safely

T015 / Begin and inspect

Leave the current screen without silently losing edits.

START

Your current work screen

1

Home. Click the top-left Sentient or sivraj animation to return to this asset's home.

2

Back to my work. If unsaved work blocks navigation, return to the work and use its save or export action first.

CONTROL MAP / ILLUSTRATIVE

Return home safely

More

Home

Related controls: Back to my work

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Return home safely

T015 / Complete and retain

3

Home. Once saved, click the animation again. A saved item can be reopened using Resume.

CHECK THE RESULT

Home opens for the same Suite asset, or your unsaved work remains on screen.

NEXT USEFUL ACTION

Start another task or Resume saved work.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me return home safely. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Review and approve the right version

T016 / Begin and inspect

Keep review, saving and formal approval distinct.

START

Your current work screen

- 1** Review the result. Check evidence, assumptions, completeness and presentation. Save useful progress when it is ready.
- 2** Review the saved version. At a prepared decision point in Atlas or Workflow, inspect the exact version named on screen.

CONTROL MAP / ILLUSTRATIVE

Review and approve the right version

More

Review the result

Related controls: Review the saved version • Approve this version • Check the decision

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Review and approve the right version

T016 / Complete and retain

3

Approve this version. The authorised reviewer can approve or request changes. Routine drafting and a completed visit do not record approval.

4

Check the decision. Confirm that the decision is recorded. Changed versions require fresh review; unfinished decisions remain pending.

CHECK THE RESULT

Any approval identifies the authorised reviewer and the exact saved version.

NEXT USEFUL ACTION

Continue the journey with the recorded decision.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me review and approve the right version. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Get usable Word PowerPoint and PDF files

T017 / Begin and inspect

Receive professional outputs in the formats the work needs.

START

Your current work screen

1

Confirm the output. State the audience and purpose. Proposals, strategy work and executive briefings normally include editable PowerPoint alongside suitable Word and PDF files.

2

Open the actual files. Ask your assistant to create and inspect the requested files. Check links, page and slide layouts, editable content, evidence and assumptions.

CONTROL MAP / ILLUSTRATIVE

Get usable Word PowerPoint and PDF files

More

Confirm the output

Related controls: Open the actual files • Keep the useful outputs • Check what remains

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Get usable Word PowerPoint and PDF files

T017 / Complete and retain

3

Keep the useful outputs. Receive deliverables in the assistant conversation. Download from the focused Suite screen when available. Keep the separate TOSS progress file for saving context.

4

Check what remains. If a format is missing, ask for that actual file in the same conversation. Plain text, an outline or a preview is not a completed PPTX.

CHECK THE RESULT

The requested files open correctly and are suitable for their intended audience.

NEXT USEFUL ACTION

Save progress in TOSS and retain the deliverables in your chosen location.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me get usable word powerpoint and pdf files. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Use an interactive view and return

T018 / Begin and inspect

Inspect maps and working views without losing the journey.

START

Your current work screen

1

Open the focused view. Follow the exact link for the map, process flow, taxonomy or Digital Twin you need.

2

Inspect or edit. Expand the view where offered. Back returns from detail to the graph or previous step. Save any changes using the view's save control.

CONTROL MAP / ILLUSTRATIVE

Use an interactive view and return

More

Open the focused view

Related controls: Inspect or edit • Finish the visit • Continue in your assistant

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Use an interactive view and return

T018 / Complete and retain

3

Finish the visit. Return through the journey control. A finished visit creates a review receipt; approval is a separate authorised decision.

4

Continue in your assistant. Use the linked conversation or return action. Expandable insets appear only when the assistant host and authenticated integration support them.

CHECK THE RESULT

The intended review or edit is complete and you can resume the appropriate journey step.

NEXT USEFUL ACTION

Follow the next focused action.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me use an interactive view and return. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Download your audit log

T019 / Begin and inspect

Keep a traceable record of supported Suite actions.

START

Your current work screen

1

Audit log. Open More, then Your work, then Audit log from a home or work screen.

2

Find the relevant actions. Use the available filters. Check actor, action, timestamp, asset, record and outcome where recorded.

CONTROL MAP / ILLUSTRATIVE

Download your audit log

More

Audit log

Related controls: Find the relevant actions • Download CSV

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Download your audit log

T019 / Complete and retain

3

Download CSV. Download the selected log and retain it in your organisation's approved archive if longer retention is needed.

CHECK THE RESULT

The CSV contains the intended action records.

NEXT USEFUL ACTION

Store the file under your own retention policy. Audit entries are available for 90 days.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me download your audit log. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Set up mailbox or storage

T020 / Begin and inspect

Describe a bounded source for optional assistant help.

START

Your current work screen

- 1

AI & integrations. Open More, then Setup & access, then AI & integrations, then Set up mailbox or storage.
- 2

Set the scope. Select the purpose and service. Identify the account and a precise folder, email topic, people or date range.

CONTROL MAP / ILLUSTRATIVE

Set up mailbox or storage

More

AI & integrations

Related controls: Set the scope • Connect in your assistant • Check the first use

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Set up mailbox or storage

T020 / Complete and retain

3

Connect in your assistant. Authorise the provider in the assistant's own settings. Saved TOSS setup records your intent; it does not grant access or prove a connection.

4

Check the first use. Reply Drafting Desk prepares drafts. Ops Command Center proposes folders and indexes before authorised creation. Check the actual tools and destination.

CHECK THE RESULT

The intended account, scope and allowed operation are clear.

NEXT USEFUL ACTION

Use your assistant with the smallest relevant source scope.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me set up mailbox or storage. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Continue when a connection is unavailable

T021 / Begin and inspect

Keep moving while respecting the account's connection settings.

START

Your current work screen

- 1 Check the connection. Use the same account. A paused connection, missing tool or administrator restriction can prevent a direct save.
- 2 Review saved-work controls. Choosing ChatGPT Work with Use ChatGPT Work across TOSS enables all five Suite connections in the initial action. Later, resume only an individual connection you intend to use; reloading or retrying stale setup does not undo a pause. TOSS cannot override ChatGPT app permissions, source roles or administrator restrictions.

CONTROL MAP / ILLUSTRATIVE

Continue when a connection is unavailable

More

Check the connection

Related controls: Review saved-work controls • Use the progress file • Upload result

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Continue when a connection is unavailable

T021 / Complete and retain

3 Use the progress file. Continue in the same assistant conversation. Ask for the useful output and a separate TOSS progress file, then open its exact return link.

4 Upload result. Upload or paste the valid progress return, review it and choose Save progress. Wait for confirmation.

CHECK THE RESULT

Your work is either saved through a confirmed tool receipt or through the reviewed file route.

NEXT USEFUL ACTION

Continue from the saved result.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me continue when a connection is unavailable. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Extend TOSS for your organisation

T022 / Begin and inspect

Understand optional services and the organisation's implementation choices.

START

Your current work screen

1

AI & integrations. Open More, then Setup & access, then AI & integrations, then the organisation guide.

2

Choose the smallest useful extension. Use the existing file route or approved assistant connection first. API adapters, enterprise databases and external archives require deliberate configuration or development.

CONTROL MAP / ILLUSTRATIVE

Extend TOSS for your organisation

More

AI & integrations

Related controls: Choose the smallest useful extension • Review the architecture • Agree ownership and costs

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Extend TOSS for your organisation

T022 / Complete and retain

3

Review the architecture. Use TOSS-EXT-001 through TOSS-EXT-008 for boundaries, identity, source scope, return schemas, reliability, audit and ownership.

4

Agree ownership and costs. Your organisation chooses and funds optional services. TOSS does not purchase API credits or enable paid integrations on a user's behalf.

CHECK THE RESULT

The extension has a named owner, access scope, operating cost and acceptance checks.

NEXT USEFUL ACTION

Follow the organisation guide and implementation examples.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me extend toss for your organisation. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Find the right next task

T023 / Begin and inspect

Describe the outcome or problem in ordinary language.

START

Your current work screen

- 1

Search the guide. Enter what you are trying to do, such as “where do I upload my AI result?” or “show me the process bottleneck”.
- 2

Read the suggested task. The guide matches goals, actions, related terms and common spelling mistakes. It recommends relevant documented instructions, without reading your work or sending the query to an AI service.

CONTROL MAP / ILLUSTRATIVE

Find the right next task

More

Search the guide

Related controls: Read the suggested task • Open the walkthrough • Return to your work

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Find the right next task

T023 / Complete and retain

3

Open the walkthrough. Follow one instruction at a time. Use Back to revisit a step. If the suggestion is wrong, try one of the limited alternatives or refine the request.

4

Return to your work. Open the relevant asset or Guide me in the Site. Reading a guide does not save, submit or approve work.

CHECK THE RESULT

The walkthrough matches the result you need.

NEXT USEFUL ACTION

Perform the action in your working screen and check its outcome.

IF SOMETHING INTERRUPTS THE TASK

Keep your current work open. Correct the issue shown on the focused screen, then try the same action again.

ASK AND RETURN

Help me find the right next task. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

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Start anywhere, keep the purpose clear

The suite is a set of complementary choices. A Site helps you see and manage work; a skill helps you think through it and produce useful outputs. Choose the smallest combination that will achieve your current purpose.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with start anywhere, keep the purpose clear. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

CHOOSE A TASK

OPEN TOSS SUITE

Tasks in this chapter

Select the task that matches your next action.

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Choose where to begin

T024 / Begin and inspect

Begin with the question you need to answer. You can enter any Site or specialist directly.

START

<https://toss-sentient.nesvaruos.chatgpt.site>

- 1** Sentient. Use Sentient when you want help clarifying the need, choosing useful support or continuing a thread across the suite.
- 2** Navigator. Use Navigator when you need to frame an initiative, check discovery readiness or identify a practical next action.
- 3** Atlas. Use Atlas when you need to understand, map, observe, analyse or explore how work happens and turn learning into operating knowledge.

CONTROL MAP / ILLUSTRATIVE

Choose useful help

Sentient / All specialists

All specialists

Related controls: Sentient • Navigator • Atlas • Workflow

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Choose where to begin

T024 / Complete and retain

4

Workflow. Use Workflow when reviewed work needs owners, tasks, dependencies, decisions and controlled closure.

5

Value & Maturity. Use Value & Maturity when you need to assess value, costs, readiness, capability gaps or evidence for an executive summary.

6

All specialists. Open the specialist directory when you know the kind of help needed. Select the relevant role to prepare a request.

CHECK THE RESULT

You can explain which asset you chose and the result you want from it. You have a next action without having to complete another Site first.

NEXT USEFUL ACTION

Continue directly in the chosen asset. Return to Sentient only when help choosing the next destination would be useful.

IF SOMETHING INTERRUPTS THE TASK

If two destinations look similar, distinguish the task. Designing an implementation plan belongs to Implementation Planning; coordinating accepted actions belongs to Workflow.

ASK AND RETURN

Help me choose where to begin. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

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Choose your assistant and optional TOSS connection

T025 / Begin and inspect

Follow the guided journey with the assistant you prefer. Open Initiative & next step, prepare a short handoff for your own AI, then paste and review its response in the same task.

START

ChatGPT > Customize > Plugins, or the Plugins tab in the sidebar

Before you begin: Sign in to the ChatGPT account you will use for TOSS. If TOSS is already installed, start at step 4.

- 1 Open Plugins. Choose Customize > Plugins, or open Plugins from the sidebar. A direct listing link supplied with TOSS can take you to the same place.
- 2 Search for TOSS. Open the TOSS listing. Check that its description includes Sentient, the six transformation specialists, Ops Command Center and Reply Drafting Desk.
- 3 Install. Select the plus button or Install action on the listing. Complete any setup prompts shown. Check that TOSS appears in Installed.

CONTROL MAP / ILLUSTRATIVE

ChatGPT Plugins > TOSS > a new Work conversation

Customize / Plugins

Install

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Choose your assistant and optional TOSS connection

T025 / Complete and retain

4 Select TOSS in a new conversation. Start a new ChatGPT Work conversation. Type @, search for TOSS and select the plugin under Plugins in the menu.

5 Ask for the help you need. Name the skill and outcome, or ask Sentient to choose the right skill. Add the reviewed context and relevant files, then send your request.

6 Return to your Site. Keep the conversation beside the Site. If its setup invitation is open, choose I've enabled TOSS or Already enabled. Continue with your task.

CHECK THE RESULT

TOSS appears in Installed and is selected in your new conversation. The chosen skill responds to your request; you can review its result before keeping it in a Site.

NEXT USEFUL ACTION

Continue with the walkthrough for your goal. The remaining instructions assume TOSS is installed and ready.

IF SOMETHING INTERRUPTS THE TASK

Follow the guided journey with the assistant you prefer. Open Initiative & next step, prepare a short handoff for your own AI, then paste and review its response in the same task.

ASK AND RETURN

Help me choose your assistant and optional toss connection. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

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Prepare a specialist request

T026 / Begin and inspect

A short reviewed request gives the specialist a clear purpose and enough evidence to begin.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists>

- 1 Prepare a request > . Select the role whose purpose matches your need. Read When this helps and What you receive.
- 2 What would you like to achieve?. Describe the result you need. State the decision or practical use and the output format if a file would help.
- 3 Context to include. Expand this section. Add Existing initiative reference, if you have one and Relevant evidence or a reviewed handoff. Include only task-relevant material.

CONTROL MAP / ILLUSTRATIVE

Bring your question

[Back to Sentient / All specialists](#)

Prepare request

Related controls: What would you like to achieve? • Context to include • Request to carry forward • This is the context I want to carry forward.

Continue with the remaining steps on the next page.

[OPEN THIS WALKTHROUGH](#)

Prepare a specialist request

T026 / Complete and retain

- 4** Prepare request. Create the request. Enter also prepares it; use Shift + Enter for a new line while typing.
- 5** Request to carry forward. Read and edit the prepared text. Remove unnecessary information and correct assumptions.
- 6** This is the context I want to carry forward.. Select the review checkbox only when the request accurately represents the work.

CHECK THE RESULT

The request states the desired result, relevant scope and evidence. The review checkbox is selected for the current request.

NEXT USEFUL ACTION

Continue through ChatGPT Work using the copy route or the available page connection.

IF SOMETHING INTERRUPTS THE TASK

Changing the request or context clears its previous review. Prepare and review the changed request again.

ASK AND RETURN

Help me prepare a specialist request. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)[BACK TO TASK INDEX](#)

Run the skill in your selected assistant work environment

T027 / Begin and inspect

The specialist work happens in your own TOSS-enabled conversation.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists> > chosen specialist > Review, then continue

Before you begin: Prepare and review the current request.

- 1** Copy reviewed request. Copy the reviewed text. If clipboard access is unavailable, select the text and copy it with the keyboard.
- 2** Open ChatGPT . Open ChatGPT Work and select TOSS for the conversation. Keep the specialist page available for the return.
- 3** Paste and send. Paste the request. Ask the named specialist to complete the work using the supplied material and produce the requested usable output.

CONTROL MAP / ILLUSTRATIVE

Review, then continue

[Back to Sentient / All specialists](#)

Copy reviewed request

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Run the skill in your selected assistant work environment

T027 / Complete and retain

4 Answer a necessary question. If the specialist identifies a material missing fact, supply it or ask for a clearly qualified draft. Keep estimates, assumptions and confirmed facts distinct.

5 Review the answer. Check the result against the purpose, evidence, boundaries and requested format. Ask for substantive corrections before continuing.

6 Answer or working output. Paste the result into the specialist page. When the open page supports connected use, you may instead ask Work to read the reviewed request and bring the result back for review.

CHECK THE RESULT

You have a substantive answer or a clearly stated evidence gap. The returned result matches the current request and selected role.

NEXT USEFUL ACTION

Review useful files, export what you need and decide whether another asset should receive a reviewed brief.

IF SOMETHING INTERRUPTS THE TASK

If the request changed while the specialist was working, do not force an old answer into the changed context. Review the current request and ask for a fresh result.

ASK AND RETURN

Help me run the skill in your selected assistant work environment. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Review and export useful files

T028 / Begin and inspect

Turn a complete specialist result into files that people can read, edit and use.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists> > chosen specialist > Useful files

Before you begin: A current reviewed request and matching answer or returned documents.

- 1 Prepare a document from this answer. If only an answer was returned, use this action to create a working document. Complete returned documents may already appear under Useful files.
- 2 Review content and document details. Open each output and inspect its title, purpose, owner, audience, work reference and content. For tables, inspect displayed rows and check the full export before sharing.
- 3 I have reviewed this output for this request.. Select the checkbox for each document you have reviewed. An output from another or changed request needs a fresh return.

CONTROL MAP / ILLUSTRATIVE

Useful files

[Back to Sentient / All specialists](#)

Review content and document details

Related controls: Prepare a document from this answer • I have reviewed this output for this request. • Word • Excel

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Review and export useful files

T028 / Complete and retain

4 Word, Excel, PowerPoint or CSV. Choose the required format. Word, Excel and PowerPoint are editable; CSV carries table values.

5 PDF print preview. For a reading copy, open the preview and choose Save as PDF in the browser's print dialog.

6 Check the downloaded file. Open the file. Check completeness, readable layout, calculations, source references and draft status before using or sharing it.

CHECK THE RESULT

The file opens in its intended application and contains the complete requested work. It has the correct work reference and a truthful review state.

NEXT USEFUL ACTION

Save the file where it belongs. If it needs to be referenced in a Site, use that Site's document or evidence controls.

IF SOMETHING INTERRUPTS THE TASK

When an output is too large, ask for complete, separately scoped documents. Do not remove important content merely to make an export fit.

ASK AND RETURN

Help me review and export useful files. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Save and resume specialist work

T029 / Begin and inspect

Keep the request, context, answer and returned outputs so that a later session can continue responsibly.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists> > chosen specialist > Keep or resume your work

Before you begin: Choose a storage location appropriate for the material.

- 1** Download review. Use this under Review the result when you need a simple readable copy of the answer for review.
- 2** Keep or resume your work. Expand this section when you need a resumable copy of the whole page's working content.
- 3** Save working copy. Save the file to your chosen location. Keep it with the source files it refers to.

CONTROL MAP / ILLUSTRATIVE

Keep or resume your work

[Back to Sentient / All specialists](#)

Save working copy

Related controls: [Download review](#) • [Open a working copy](#)

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Save and resume specialist work

T029 / Complete and retain

- 4 Open a working copy. On the same specialist page, choose the saved working-copy file. The page restores the request, context, answer and included outputs.

- 5 Review, then continue. Check restored context and the answer against the work you want to do now. Prepare and review a current request before further connected work or exporting restored outputs.

CHECK THE RESULT

The working copy is saved where you can find it. Restored content belongs to the correct specialist and has been checked for currency.

NEXT USEFUL ACTION

Continue the same purpose or prepare a new request if the task has materially changed.

IF SOMETHING INTERRUPTS THE TASK

If the copy belongs to another specialist, open it on that original specialist page. If it cannot be opened, preserve the file and use your separate review copy or source material to reconstruct only the needed request.

ASK AND RETURN

Help me save and resume specialist work. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Discovery Agent · understand the problem

Use Discovery Agent to establish what is happening, test what may be causing it and identify opportunities without deciding the solution in advance. You can enter directly with a specific question or continue from reviewed Site context.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with discovery agent · understand the problem. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

CHOOSE A TASK

OPEN TOSS SUITE

Tasks in this chapter

Select the task that matches your next action.

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T031	Test causes and evidence gaps	84
T032	Prepare a business case or a business-case foundation	86
T033	Get diagnostic help for Atlas work	88

Diagnose the current state

T030 / Begin and inspect

Create a shared, evidence-based picture of the work before choosing a change.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/discovery> > Discovery Agent

Before you begin: the problem or opportunity you want to understand scope, intended use and accountable owner current process, performance and stakeholder evidence known constraints and existing decisions

- 1 What would you like to achieve?. Ask: "Use Discovery Agent to assess the current state, test the problem statement and identify evidence-supported opportunities. Explain the limits and the next useful action."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the problem or opportunity you want to understand; scope, intended use and accountable owner; current process, performance and stakeholder evidence; known constraints and existing decisions. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Discovery Agent

[Back to Sentient / All specialists](#)

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Diagnose the current state

T030 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Discovery Agent to frame the question, plan the evidence needed, describe actual work, challenge the initial narrative, separate causes from symptoms and identify bounded opportunities. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that the current-state picture is recognisable to people who do the work. Confirm that adverse evidence, exceptions and gaps are visible rather than smoothed away. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The current state and material findings have source support or explicit qualifications. Each opportunity links to a finding and remains separate from a chosen solution. Remaining validation work has an owner and next action.

NEXT USEFUL ACTION

Use Atlas to keep process evidence visible, Future-State Design to develop options, or stop when the diagnostic purpose is met.

IF SOMETHING INTERRUPTS THE TASK

When evidence is thin, request an evidence plan and a clearly qualified diagnostic view. A plausible explanation is not a confirmed cause.

ASK AND RETURN

Help me diagnose the current state. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

BROWSER WALKTHROUGH

BACK TO TASK INDEX

Test causes and evidence gaps

T031 / Begin and inspect

Distinguish the symptom from the mechanism that may be producing it.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/discovery> > Discovery Agent

Before you begin: the finding or causal claim to test source dates, coverage and known limitations contradicting observations or stakeholder views

- 1 What would you like to achieve?. Ask: "Test these findings and possible causes. Show supporting and contradicting evidence, alternative explanations and the minimum next checks."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the finding or causal claim to test; source dates, coverage and known limitations; contradicting observations or stakeholder views. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Discovery Agent

Back to Sentient / All specialists

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Test causes and evidence gaps

T031 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Discovery Agent to separate observed facts, interpretations, correlations, contributing factors and hypotheses, then identify the checks needed to strengthen or reject each material claim. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Look for clear cause language, confidence and evidence limits. Check that missing groups, unusual cases and alternative explanations were considered. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Each material cause claim has a stated basis and confidence. Unresolved hypotheses have practical validation actions.

NEXT USEFUL ACTION

Return validated findings to the relevant Atlas work or use them to refine the initiative question. Move to design when the evidence is sufficient for that decision.

IF SOMETHING INTERRUPTS THE TASK

If stakeholders disagree, retain both positions with their evidence. Ask what additional observation would resolve the disagreement.

ASK AND RETURN

Help me test causes and evidence gaps. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

BROWSER WALKTHROUGH

BACK TO TASK INDEX

Prepare a business case or a business-case foundation

T032 / Begin and inspect

Make the decision sought, costs, value and uncertainty clear enough for accountable review.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/discovery> > Discovery Agent

Before you begin: the decision sought and who will make it a current baseline established options and available design evidence cost, effort, benefit and risk evidence

- 1 What would you like to achieve?. Ask: "Prepare an evidence-backed business case for the decision described. Compare established options, include a do-minimum option where relevant and make assumptions and sensitivities visible."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the decision sought and who will make it; a current baseline; established options and available design evidence; cost, effort, benefit and risk evidence. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Discovery Agent

Back to Sentient / All specialists

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Prepare a business case or a business-case foundation

T032 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Discovery Agent to compare the established options, explain the calculation basis, separate facts from estimates, test sensitive assumptions and show the human approval path. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check option comparability, currencies, periods, costs, dependencies and benefit assumptions. Ensure missing design or delivery evidence is disclosed. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The case states the decision, baseline, alternatives, costs, value, risks and evidence gaps. An incomplete basis is labelled as preliminary or a business-case foundation. No investment approval or realised saving is implied.

NEXT USEFUL ACTION

Use Future-State Design for missing solution detail, Value Realization for measurement and attribution, or Governance & Design Assurance for independent challenge.

IF SOMETHING INTERRUPTS THE TASK

If options have not been designed, keep the case preliminary. Ask the appropriate specialist to supply the missing evidence instead of inventing it.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Get diagnostic help for Atlas work

T033 / Begin and inspect

Use the process context already captured in Atlas to ask a focused diagnostic question.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/discovery> > Discovery Agent

Before you begin: the reviewed Atlas brief and unchanged source references the selected process and relevant observations time, volume and cost assumptions where available

- 1 What would you like to achieve?. Ask: "Use Discovery Agent to examine this reviewed Atlas work. Assess the process understanding, evidence quality, useful sampling and cost baseline within the stated scope."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the reviewed Atlas brief and unchanged source references; the selected process and relevant observations; time, volume and cost assumptions where available. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Discovery Agent

Back to Sentient / All specialists

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Get diagnostic help for Atlas work

T033 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Discovery Agent to assess what is declared versus observed, identify useful missing evidence and prepare supported findings or proposals for review in Atlas. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that a drawn process is not treated as proof of actual execution. Review cost and capacity assumptions and confirm the proposal still matches the selected Atlas work. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The answer separates declared work, observed evidence and assumptions. Any proposed Atlas finding is supported and linked to the supplied context.

NEXT USEFUL ACTION

Return through Atlas's reviewed answer or evidence controls, then save Atlas deliberately. Use other specialists for design, assurance, planning or measured value.

IF SOMETHING INTERRUPTS THE TASK

If Atlas changed during the analysis, refresh the selected context and request a matching return. Do not attach an old result solely because the process title is similar.

ASK AND RETURN

Help me get diagnostic help for atlas work. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Future-State Design · shape a workable change

Use Future-State Design when there is enough validated understanding to design better ways of working. It develops options and a coherent target across processes, people, data, technology and controls. People still make the design and investment decisions.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with future-state design · shape a workable change. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

[CHOOSE A TASK](#)[OPEN TOSS SUITE](#)

Tasks in this chapter

Select the task that matches your next action.

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T035	Design the process and operating model	94
T036	Assess automation and artificial intelligence in the design	96
T037	Prepare a design for review and acceptance	98

Develop and compare future-state options

T034 / Begin and inspect

Make the choices and trade-offs visible before committing to a direction.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/future-state> > Future-State Design

Before you begin: validated needs and intended outcomes current-state evidence design constraints and non-negotiable requirements affected users and decision-makers

- 1 What would you like to achieve?. Ask: “Develop practical future-state options from these validated needs. Compare benefits, feasibility, risks, dependencies, change impacts and acceptance criteria.”
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include validated needs and intended outcomes; current-state evidence; design constraints and non-negotiable requirements; affected users and decision-makers. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Future-State Design

[Back to Sentient / All specialists](#)

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Develop and compare future-state options

T034 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Future-State Design to translate outcomes into requirements, develop viable options, test exceptions and compare the trade-offs with a preferred option or bounded choices. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that every significant design choice answers a validated need. Review assumptions, affected stakeholders, unresolved decisions and whether the option can operate in practice. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Options are comparable and traced to requirements and evidence. Material trade-offs, risks, dependencies and acceptance conditions are explicit.

NEXT USEFUL ACTION

Seek human direction and proportionate assurance. Use Implementation Planning when the direction is accepted and sufficiently clear.

IF SOMETHING INTERRUPTS THE TASK

If the diagnostic basis is inadequate, identify the specific gap and obtain targeted validation instead of designing around unsupported assumptions.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Design the process and operating model

T035 / Begin and inspect

Align how the work flows with who does it, who decides and how performance is controlled.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/future-state> > Future-State Design

Before you begin: accepted design goals and requirements current process and interfaces role and capacity constraints control, data and service obligations

- 1 What would you like to achieve?. Ask: "Create a future-state process and operating model for the stated scope, with roles, decision rights, handoffs, controls, data needs and performance measures."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include accepted design goals and requirements; current process and interfaces; role and capacity constraints; control, data and service obligations. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Future-State Design

[Back to Sentient / All specialists](#)

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Design the process and operating model

T035 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Future-State Design to design end-to-end flow and exceptions, define responsibilities and decision rights, align governance and controls, and specify measures and operating acceptance. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Read across the design as one system. Confirm that a process step has an owner, its inputs and outputs are clear, and its decisions and exceptions are covered. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Process, roles, decisions, controls, data and measures are coherent across the chosen scope. The design is usable for review and has explicit acceptance criteria.

NEXT USEFUL ACTION

Retain the reviewed design in Atlas where appropriate, seek Governance & Design Assurance, and prepare for implementation planning after human acceptance.

IF SOMETHING INTERRUPTS THE TASK

If a role or interface is undecided, show it as an open design decision with an owner. Do not disguise it as an agreed arrangement.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Assess automation and artificial intelligence in the design

T036 / Begin and inspect

Choose useful enablement after simplifying the work and understanding the controls it needs.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/future-state> > Future-State Design

Before you begin: the validated problem and proposed process available data and applications control and human-oversight requirements readiness, cost and capacity constraints

- 1 What would you like to achieve?. Ask: "Assess where simplification, standardisation, automation or artificial intelligence could support this design. Explain value, data needs, oversight, feasibility and risks."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the validated problem and proposed process; available data and applications; control and human-oversight requirements; readiness, cost and capacity constraints. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Future-State Design

[Back to Sentient / All specialists](#)

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Assess automation and artificial intelligence in the design

T036 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Future-State Design to simplify before automating, compare business-level enablement choices and show their data, people, control and evaluation implications without selecting vendors. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that technology is linked to a specific need. Review the work people retain, exception handling and evidence required before relying on an automated result. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Each enablement option has a purpose, limits, prerequisites and measurable acceptance conditions. No vendor choice, technical architecture approval or implementation is implied.

NEXT USEFUL ACTION

Obtain the required technical and business decisions, then use Governance & Design Assurance or Implementation Planning as needed.

IF SOMETHING INTERRUPTS THE TASK

Where data or feasibility is unknown, retain a conditional option and define the validation needed rather than claiming readiness.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Prepare a design for review and acceptance

T037 / Begin and inspect

Give reviewers enough information to judge the design without reconstructing the reasoning.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/future-state> > Future-State Design

Before you begin: the current design version requirements and decisions stakeholder feedback and unresolved differences supporting evidence and design assumptions

- 1 What would you like to achieve?. Ask: "Prepare the design for review. Reconcile requirements, design choices, stakeholder feedback, open decisions, risks and acceptance criteria."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the current design version; requirements and decisions; stakeholder feedback and unresolved differences; supporting evidence and design assumptions. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Future-State Design

Back to Sentient / All specialists

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Prepare a design for review and acceptance

T037 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Future-State Design to produce a coherent design pack, trace each material choice to its basis and state readiness conditions, open items and the decision sought. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that the pack uses one design version and consistent terms. Confirm that dissent, assumptions and pending decisions remain visible. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Reviewers can see the design, rationale, alternatives and acceptance conditions. The pack identifies what is ready, what remains and who must decide.

NEXT USEFUL ACTION

Request Governance & Design Assurance as a separate challenge. Human acceptance determines whether to continue to planning.

IF SOMETHING INTERRUPTS THE TASK

If design content changes, update all affected diagrams, tables and decision notes before resubmitting.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Governance & Design Assurance · challenge before commitment

Use this skill for a separate, proportionate challenge of an identified design or decision basis. It reports findings and a recommendation. It does not approve the work or become its designer. A second review in the same conversation is not organisational independence.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with governance & design assurance · challenge before commitment. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

[CHOOSE A TASK](#)[OPEN TOSS SUITE](#)

Tasks in this chapter

Select the task that matches your next action.

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T039	Review design, controls and decision readiness	104
T040	Reassess findings and prepare the decision	106

Define a focused assurance review

T038 / Begin and inspect

Agree what is being reviewed, against which criteria and for which decision.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/governance> > Governance & Design Assurance

Before you begin: the exact design version or decision subject review criteria and requested decision material risks and constraints supporting evidence and known limitations

1 What would you like to achieve?. Ask: “Review this identified design version against the supplied criteria. Establish the scope, evidence, limitations and independence of the review before assessing it.”

2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the exact design version or decision subject; review criteria and requested decision; material risks and constraints; supporting evidence and known limitations. Keep the original source references.

3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Governance & Design Assurance

Back to Sentient / All specialists

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Define a focused assurance review

T038 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Governance & Design Assurance to establish the review basis and assess the depth needed for the consequence, novelty, complexity and reversibility of the decision. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check the subject and version, covered and excluded areas, criteria and limitations. Confirm any independence constraints are stated. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The review has a clear subject, scope, criteria, evidence basis and decision purpose. Limitations and independence constraints are explicit.

NEXT USEFUL ACTION

Proceed with the focused assessment. Obtain separate specialist or organisational assurance where the decision requires it.

IF SOMETHING INTERRUPTS THE TASK

If the design keeps changing, agree a stable version for review or suspend the affected portion until a valid assessment is possible.

ASK AND RETURN

Help me define a focused assurance review. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Review design, controls and decision readiness

T039 / Begin and inspect

Find material gaps while there is still time to address them.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/governance> > Governance & Design Assurance

Before you begin: the review basis and current design requirements, decisions and supporting evidence control, privacy, security and risk requirements relevant to scope

- 1 What would you like to achieve?. Ask: "Assess outcome alignment, traceability, operability, accountability, controls, feasibility and readiness. Record evidence-based findings with the required closure evidence."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the review basis and current design; requirements, decisions and supporting evidence; control, privacy, security and risk requirements relevant to scope. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Review design, controls and decision readiness

T039 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Governance & Design Assurance to test completeness and consistency, seek contradictions, challenge unsupported claims and record findings with consequence, severity, owner, treatment and evidence needed to close them. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Confirm findings are factual, consistently classified and tied to the reviewed design. Check that required improvements do not silently become a replacement design. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Each material finding has evidence, consequence, treatment ownership and closure requirements. Open risks, conditions and dissent are reconciled across outputs.

NEXT USEFUL ACTION

Return design gaps to Future-State Design, coordinate accepted actions in Workflow, and preserve the review basis for reassessment.

IF SOMETHING INTERRUPTS THE TASK

If evidence is inaccessible or insufficient, qualify the affected conclusion. Missing evidence is not evidence of a control passing.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Reassess findings and prepare the decision

T040 / Begin and inspect

Close findings against evidence and give the accountable person a clear recommendation.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/governance> > Governance & Design Assurance

Before you begin: the original findings and closure criteria new evidence and changed design versions owners, decisions and conditions already recorded

- 1 What would you like to achieve?. Ask: “Reassess these findings against the new closure evidence. Reconcile what is closed, still open or conditional and prepare a recommendation for human decision.”
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the original findings and closure criteria; new evidence and changed design versions; owners, decisions and conditions already recorded. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Reassess findings and prepare the decision

T040 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Governance & Design Assurance to test closure evidence, assess the effect of changes, preserve remaining conditions and issue a supported recommendation without recording approval that has not been given. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check whether each finding was actually addressed. Review residual risks, conditions, owners and due dates before considering progression. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The record explains each closure or remaining condition. The recommendation and human decision are separate. The next action is clear for progression, rework, suspension or closure.

NEXT USEFUL ACTION

When the accountable authority accepts the design and its conditions, pass the relevant basis to Implementation Planning. If rework is needed, return a precise issue brief to the designer.

IF SOMETHING INTERRUPTS THE TASK

A completed report alone is not a passed decision. Retain unresolved material findings and the evidence needed to revisit them.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Implementation Planning · make accepted change practical

Use Implementation Planning to translate accepted direction into a credible plan. It explains sequencing, dependencies, resources, readiness and transition. It does not run delivery, commit other people or approve funding.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with implementation planning · make accepted change practical. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

[CHOOSE A TASK](#)[OPEN TOSS SUITE](#)

Tasks in this chapter

Select the task that matches your next action.

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T042	Build workstreams, milestones and dependencies	112
T043	Plan change, transition and operational acceptance	114
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Choose the implementation approach

T041 / Begin and inspect

Set an approach that fits the scope, risk, readiness and operational constraints.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/implementation-planning> >
Implementation Planning

Before you begin: accepted design intent and human decisions scope and outcomes constraints, capacity and dependency evidence risk, transition and acceptance requirements

- 1 What would you like to achieve?. Ask: "Turn this accepted direction into an implementation strategy. Compare suitable rollout approaches and define phases, decision points, readiness conditions and assumptions."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include accepted design intent and human decisions; scope and outcomes; constraints, capacity and dependency evidence; risk, transition and acceptance requirements. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Implementation Planning

[Back to Sentient / All specialists](#)

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Choose the implementation approach

T041 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Implementation Planning to validate the planning basis, choose a proportionate rollout approach and explain the trade-offs and conditions for progression. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that the approach follows the accepted direction and that material design gaps are exposed. Treat dates or capacity without evidence as assumptions or ranges. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The strategy has a clear basis, rollout logic and readiness conditions. The decision-maker can see the commitments and uncertainties that remain.

NEXT USEFUL ACTION

Develop the integrated workstream plan and obtain the necessary human commitments before coordinating execution.

IF SOMETHING INTERRUPTS THE TASK

If the accepted direction is unclear, request design clarification instead of treating a planning assumption as a design decision.

ASK AND RETURN

Help me choose the implementation approach. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

BROWSER WALKTHROUGH

BACK TO TASK INDEX

Build workstreams, milestones and dependencies

T042 / Begin and inspect

Make the work understandable and sequenced enough for owners to commit to it.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/implementation-planning> > Implementation Planning

Before you begin: the implementation strategy and accepted design available estimates and planning windows resource roles, skills and capacity constraints internal and external dependencies

- 1 What would you like to achieve?. Ask: “Build an integrated plan with outcomes, workstreams, deliverables, milestones, dependencies, owners, resource needs and acceptance evidence.”
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the implementation strategy and accepted design; available estimates and planning windows; resource roles, skills and capacity constraints; internal and external dependencies. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Build workstreams, milestones and dependencies

T042 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Implementation Planning to decompose the change into verifiable deliverables, connect dependencies to milestones, define ownership expectations and identify risks, contingencies and decisions. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that every material deliverable traces to an accepted outcome. Review dependency providers and receivers, estimate ranges, ownership gaps and conflicting dates. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Deliverables, milestones, dependencies and acceptance evidence connect logically. Unconfirmed dates, resources and commitments are clearly marked.

NEXT USEFUL ACTION

Use Ops Command Center to maintain the resulting registers and Workflow to coordinate reviewed work with confirmed owners and authority.

IF SOMETHING INTERRUPTS THE TASK

Where a dependency has no commitment, record the uncertainty and its consequence. Listing it does not make it secured.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Plan change, transition and operational acceptance

T043 / Begin and inspect

Make the move to the new way of working supportable for the people who will use and run it.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/implementation-planning> >
Implementation Planning

Before you begin: the accepted implementation approach affected groups and operational owners service continuity and control needs known adoption and capability gaps

- 1 What would you like to achieve?. Ask: "Plan the people and operational transition, including training, communications, changeover, continuity, early-life support and acceptance."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the accepted implementation approach; affected groups and operational owners; service continuity and control needs; known adoption and capability gaps. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Plan change, transition and operational acceptance

T043 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Implementation Planning to define change impacts, learning needs, communications, transition responsibilities, go or no-go evidence, fallback conditions, early-life support and acceptance criteria. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check practical ownership, capacity and evidence for readiness. Confirm who accepts the new operation and how unresolved issues will be handled. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Transition, learning, support and acceptance steps have owners and evidence requirements. Material risks and fallback conditions are explicit.

NEXT USEFUL ACTION

Bring accepted actions into Workflow. Use Value Realization to establish adoption and outcome monitoring before relying on the change.

IF SOMETHING INTERRUPTS THE TASK

If required operational acceptance or support ownership is missing, keep the affected transition condition open.

[BROWSER WALKTHROUGH](#)
[BACK TO TASK INDEX](#)

Review the plan before delivery begins

T044 / Begin and inspect

Distinguish a complete planning product from actual permission and readiness to execute.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/implementation-planning> >
Implementation Planning

Before you begin: the current integrated plan and supporting registers accepted design conditions resource and timing evidence review feedback and unresolved commitments

1 What would you like to achieve?. Ask: “Check the integrated plan for completeness and internal consistency. Show unresolved assumptions, commitments, prerequisites, acceptance measures and decisions.”

2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the current integrated plan and supporting registers; accepted design conditions; resource and timing evidence; review feedback and unresolved commitments. Keep the original source references.

3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Implementation Planning

[Back to Sentient / All specialists](#)

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Review the plan before delivery begins

T044 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Implementation Planning to reconcile strategy, workstreams, timing, dependencies, resources, risks, change, transition and monitoring requirements into a decision-ready planning baseline. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that the plan and all supporting outputs agree. Confirm the appropriate people have accepted commitments rather than assuming that a written name constitutes consent. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The plan connects accepted outcomes to work, ownership and acceptance evidence. Unresolved commitments and readiness conditions are visible. Human acceptance of the planning baseline is recorded separately from its preparation.

NEXT USEFUL ACTION

Coordinate accepted work in Workflow and monitor evidence through Value Realization and Value & Maturity. Return material design questions for clarification.

IF SOMETHING INTERRUPTS THE TASK

If a design or planning baseline changes, assess its effect and update the affected plan before treating the old plan as current.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Value Realization · establish what changed

Use Value Realization to assess progress, adoption, performance and benefits against a credible baseline. It distinguishes completed activity, operational outcomes, forecast value and evidenced realised value.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with value realization · establish what changed. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

[CHOOSE A TASK](#)[OPEN TOSS SUITE](#)

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Define the measurement basis

T045 / Begin and inspect

Agree what will be measured, how, when and by whom before assessing success.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/value-realization> > Value Realization

Before you begin: intended outcomes and benefit owners available baseline evidence and periods targets and cost or effort assumptions measurement sources and known gaps

- 1 What would you like to achieve?. Ask: "Establish the measurement basis for these outcomes. Define baselines, targets, measures, owners, sources, review dates, tolerances and attribution limits."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include intended outcomes and benefit owners; available baseline evidence and periods; targets and cost or effort assumptions; measurement sources and known gaps. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Value Realization

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What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Define the measurement basis

T045 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Value Realization to validate measure definitions, source quality, period comparability, ownership and refresh timing, then create a usable measurement and benefits register. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check units, currency, time periods, coverage and calculation rules. Confirm what counts as improvement and what evidence is needed to recognise a benefit. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Measures have definitions, baseline, target, source, owner and review timing. Evidence gaps and attribution limits are visible.

NEXT USEFUL ACTION

Record the reviewed basis in Value & Maturity or the agreed measurement record, then collect observed results.

IF SOMETHING INTERRUPTS THE TASK

If a baseline is missing, record the limitation and define how it will be established. Do not label a later estimate as an observed original baseline.

ASK AND RETURN

Help me define the measurement basis. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

BROWSER WALKTHROUGH

BACK TO TASK INDEX

Review progress, readiness and adoption

T046 / Begin and inspect

Identify where delivery or the use of the change is drifting from the agreed basis.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/value-realization> > Value Realization

Before you begin: the current plan and authorised changes milestone and dependency evidence readiness, adoption and operational data reporting date and source limitations

- 1 What would you like to achieve?. Ask: "Reconcile current progress, readiness, adoption and operational performance against the agreed baseline. Show variance, confidence, risks and corrective actions."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the current plan and authorised changes; milestone and dependency evidence; readiness, adoption and operational data; reporting date and source limitations. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Value Realization

[Back to Sentient / All specialists](#)

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Review progress, readiness and adoption

T046 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Value Realization to reconcile status to evidence, assess trends and forecast risks, identify corrective actions and preserve critical or unknown conditions. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that completed tasks are supported by acceptance evidence and that adoption reflects actual use or proficiency. Ensure critical exceptions are not hidden by an overall average. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Progress, adoption and operational conclusions reconcile to dated evidence. Drift, uncertainty and corrective actions have visible owners and decision needs.

NEXT USEFUL ACTION

Use Workflow for accepted corrective work. Return material replanning or design issues to the appropriate specialist.

IF SOMETHING INTERRUPTS THE TASK

If reports conflict or are stale, retain the affected status as uncertain and request a targeted update rather than guessing a favourable position.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Assess benefits, costs and value leakage

T047 / Begin and inspect

Understand how much value is supported and what prevents the remaining value from being achieved.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/value-realization> > Value Realization

Before you begin: the controlled baseline and benefit definitions observed results and adoption evidence actual and forecast costs finance or owner validation where available

- 1 What would you like to achieve?. Ask: "Review realised and forecast benefits, costs, effort, attribution and value leakage. Keep cash effects, released capacity and qualitative outcomes separate."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the controlled baseline and benefit definitions; observed results and adoption evidence; actual and forecast costs; finance or owner validation where available. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Assess benefits, costs and value leakage

T047 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Value Realization to compare actual and forecast outcomes, test attribution and double counting, explain variance and confidence, and identify recoverable value with corrective actions. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that saved effort is not automatically treated as a cash saving. Review the period, currency, benefit owner, validation and factors outside the change. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The assessment separates forecast, realised value, capacity, cash, cost and qualitative effects. Material claims have an evidence basis and validation state. Leakage and corrective decisions are clear.

NEXT USEFUL ACTION

Return the reviewed findings to Value & Maturity and coordinate accepted actions in Workflow. Use Continuous Improvement for sustained performance changes.

IF SOMETHING INTERRUPTS THE TASK

If a claim cannot be validated, retain it as estimated or unconfirmed. Do not make the numbers appear complete by filling evidence gaps.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Prepare an outcome or closure readout

T048 / Begin and inspect

Tell decision-makers what has been achieved, what remains and what the evidence supports.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/value-realization> > Value Realization

Before you begin: the reconciled measurement and benefits records current performance and adoption evidence accepted decisions and residual risks lessons and open opportunities

- 1 What would you like to achieve?. Ask: "Prepare an executive outcome assessment with benefits, costs, adoption, stability, remaining risks, lessons and the next accountable actions."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the reconciled measurement and benefits records; current performance and adoption evidence; accepted decisions and residual risks; lessons and open opportunities. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Value Realization

Back to Sentient / All specialists

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Prepare an outcome or closure readout

T048 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Value Realization to create a concise evidenced readout with a clear as-of date, confidence, residual actions and the decision needed for continuation or closure. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check consistency with the underlying registers and calculations. Distinguish successful realisation from termination, suspension or closure with unresolved exposure. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The readout reconciles to the evidence and does not overstate completion or value. Residual actions, owners and follow-up conditions remain visible.

NEXT USEFUL ACTION

Use Value & Maturity for the reviewed executive summary. Continue with Continuous Improvement where ongoing optimisation is justified.

IF SOMETHING INTERRUPTS THE TASK

If work stopped before benefits were demonstrated, report that state plainly with costs, retained evidence and unresolved exposure.

ASK AND RETURN

Help me prepare an outcome or closure readout. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

BROWSER WALKTHROUGH

BACK TO TASK INDEX

Continuous Improvement · learn and improve

Use Continuous Improvement for targeted, evidence-led refinement of working processes and capabilities. Improvement can remain local and practical. A new transformation is useful only when the scale or uncertainty warrants one.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with continuous improvement · learn and improve. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

[CHOOSE A TASK](#)[OPEN TOSS SUITE](#)

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Select the task that matches your next action.

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T050	Plan a bounded test and learning loop	132
T051	Turn maturity gaps into practical improvement	134

Build a prioritised improvement backlog

T049 / Begin and inspect

Turn recurring problems and observed gaps into a manageable set of actions and opportunities.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/continuous-improvement> > Continuous Improvement

Before you begin: current performance, demand, quality or experience evidence controlled baselines and definitions recurring problems and prior attempts operational constraints and ownership

1 What would you like to achieve?. Ask: “Assess these performance gaps and create a prioritised improvement backlog. Explain the cause hypotheses, value, feasibility, risks, ownership and validation needed.”

2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include current performance, demand, quality or experience evidence; controlled baselines and definitions; recurring problems and prior attempts; operational constraints and ownership. Keep the original source references.

3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Continuous Improvement

Back to Sentient / All specialists

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Build a prioritised improvement backlog

T049 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Continuous Improvement to validate the evidence, segment material gaps, identify cause hypotheses, compare bounded improvements and prioritise by value, feasibility, risk and capacity. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that opportunities are distinct, supported and owned. Review simplification before technology and preserve uncertainty around cause and value. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Each priority has a clear problem, evidence, expected effect, owner and next check. Priorities reflect the available capacity and controls.

NEXT USEFUL ACTION

Coordinate accepted improvements in Workflow. Use Discovery Agent for systemic uncertainty or Future-State Design when a new target decision is required.

IF SOMETHING INTERRUPTS THE TASK

If priorities depend on weak evidence, keep confidence visible and begin with the smallest useful validation step.

ASK AND RETURN

Help me build a prioritised improvement backlog. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

BROWSER WALKTHROUGH

BACK TO TASK INDEX

Plan a bounded test and learning loop

T050 / Begin and inspect

Test an improvement without assuming that a promising idea will deliver the expected result.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/continuous-improvement> > Continuous Improvement

Before you begin: the opportunity and supporting evidence a comparable baseline operational and control limits available capacity and approval needs

1

What would you like to achieve?. Ask: “Shape a bounded experiment for this improvement. Define the hypothesis, success measures, guardrails, owner, observation period and decision rules.”

2

Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the opportunity and supporting evidence; a comparable baseline; operational and control limits; available capacity and approval needs. Keep the original source references.

3

Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Continuous Improvement

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What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Plan a bounded test and learning loop

T050 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Continuous Improvement to define the expected mechanism, test boundaries, leading indicators, evidence collection and criteria for adopting, adjusting or stopping the change. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that the test is feasible, owned and proportionate. Review what would count as a negative or inconclusive result as well as success. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The test has a hypothesis, baseline, measures, safeguards and review decision. People know what evidence will support the next choice.

NEXT USEFUL ACTION

Use the appropriate operational approval and Workflow coordination. Return observed results to Continuous Improvement and Value Realization for the next review.

IF SOMETHING INTERRUPTS THE TASK

If results are inconclusive, retain the uncertainty and refine the test or evidence. Do not report an improvement because the activity was completed.

ASK AND RETURN

Help me plan a bounded test and learning loop. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

BROWSER WALKTHROUGH

BACK TO TASK INDEX

Turn maturity gaps into practical improvement

T051 / Begin and inspect

Translate assessed capability gaps into proportionate actions and a useful review cadence.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/continuous-improvement> > Continuous Improvement

Before you begin: the current maturity assessment and rating definitions evidence for each material dimension desired capability outcomes constraints, owners and review timing

- 1 What would you like to achieve?. Ask: “Review these maturity findings using their stated dimensions and rating criteria. Identify evidence gaps and a practical sequence of improvements.”
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the current maturity assessment and rating definitions; evidence for each material dimension; desired capability outcomes; constraints, owners and review timing. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Turn maturity gaps into practical improvement

T051 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Continuous Improvement to validate the ratings and their confidence, compare current and desired capability, prioritise feasible improvements and define evidence for a later reassessment. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that the supplied assessment criteria are used and that no external benchmark or certification is invented. Review the effort and dependencies of the proposed improvement sequence. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Ratings and priorities have an understandable evidence basis. Improvement actions have owners, validation needs and review triggers.

NEXT USEFUL ACTION

Return reviewed findings to Value & Maturity, coordinate accepted actions in Workflow and revisit ratings only when new evidence supports a change.

IF SOMETHING INTERRUPTS THE TASK

Where ratings are disputed, preserve the reason and request the smallest additional evidence needed. Do not raise a rating just because an action is planned.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Ops Command Center · organise work and outputs

Use Ops Command Center for the practical structure around delivery: trackers, registers, governance packs, document records and authorised file organisation. It supports the people and specialists doing the work without taking over their decisions.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with ops command center · organise work and outputs. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

[CHOOSE A TASK](#)[OPEN TOSS SUITE](#)

Tasks in this chapter

Select the task that matches your next action.

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T053	Prepare a governance or status pack	140
T054	Organise documents, versions and storage	142

Turn working information into usable controls

T052 / Begin and inspect

Create clear actions, decisions, dependencies and status views from the information you already have.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/ops-command-center> > Ops Command Center

Before you begin: authorised notes, plans and decisions the initiative boundary and intended audience existing conventions and current registers

- 1 What would you like to achieve?. Ask: “Turn these reviewed notes and plans into a practical action, decision, risk, issue and dependency register. Keep unknown owners and dates explicit.”
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include authorised notes, plans and decisions; the initiative boundary and intended audience; existing conventions and current registers. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Turn working information into usable controls

T052 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Ops Command Center to extract and classify relevant records, remove duplication, link related items and prepare a practical ownership, timing and exception view. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that a risk is an uncertain future event, an issue is a current problem and a decision is an evidenced human choice. Confirm proposed owners and dates remain proposals until accepted. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

Records are understandable, internally consistent and traceable to source material. Unknowns, overdue items and required decisions are visible.

NEXT USEFUL ACTION

Use Workflow to create or update operational work through its normal review and authority controls. Keep this register aligned to verified updates.

IF SOMETHING INTERRUPTS THE TASK

When notes are ambiguous, retain the source and mark the gap. Do not turn an implied intention into an approved commitment.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Prepare a governance or status pack

T053 / Begin and inspect

Help reviewers see progress, exceptions, pending decisions and supporting evidence in one coherent pack.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/ops-command-center> > Ops Command Center

Before you begin: current action, milestone and decision records verified progress and evidence dates the meeting purpose and intended audience existing report format if required

- 1 What would you like to achieve?. Ask: "Prepare a decision-led governance pack from these current controls. Include progress, exceptions, outstanding decisions, ownership and source dates."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include current action, milestone and decision records; verified progress and evidence dates; the meeting purpose and intended audience; existing report format if required. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Ops Command Center

[Back to Sentient / All specialists](#)

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Prepare a governance or status pack

T053 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Ops Command Center to reconcile the source records, organise the pack around decisions and exceptions, and produce readable documents or slides with supporting registers. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that the pack does not introduce new specialist conclusions, assumed approvals or invented status. Confirm it uses the latest agreed versions. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The pack is current to a stated date and directs attention to material decisions. Supporting records and source references can be found.

NEXT USEFUL ACTION

Have accountable people review and make the decisions. Use Reply Drafting Desk to prepare communications from the recorded outcome if needed.

IF SOMETHING INTERRUPTS THE TASK

If source records conflict, show the conflict and its owner. A well-designed slide does not resolve an evidence problem.

ASK AND RETURN

Help me prepare a governance or status pack. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

BROWSER WALKTHROUGH

BACK TO TASK INDEX

Organise documents, versions and storage

T054 / Begin and inspect

Make outputs easy to find, distinguish and reuse without losing their history.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/ops-command-center> > Ops Command Center

Before you begin: the relevant files or authorised file list existing naming and version conventions the chosen destination and allowed actions review or approval evidence

- 1 What would you like to achieve?. Ask: "Organise these initiative outputs with clear names, versions, review states and a document register. Propose a proportionate folder structure and apply only the authorised changes."
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the relevant files or authorised file list; existing naming and version conventions; the chosen destination and allowed actions; review or approval evidence. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Organise documents, versions and storage

T054 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Ops Command Center to inspect the existing arrangement, propose missing conventions once, create a navigable register and carry out only permitted routine organisation with truthful operation results. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check titles, owners, versions, states, locations and previous-version relationships. Distinguish a prepared file, a saved file and a registered reference. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The documents have consistent identity, version and review information. The register points to the actual files and completed operations are verified. Unchanged or failed operations are accurately reported.

NEXT USEFUL ACTION

Use the maintained register to find the current output. Ask for a scoped housekeeping review when duplicates or old versions become confusing.

IF SOMETHING INTERRUPTS THE TASK

On a failed save or move, preserve the source and use a permitted alternate location. Do not describe a proposed folder structure as already created.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Reply Drafting Desk · respond with clarity

Use Reply Drafting Desk when a supplied message or thread needs a thoughtful response. It analyses the communication and prepares wording. You review and send the message yourself.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with reply drafting desk · respond with clarity. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

[CHOOSE A TASK](#)[OPEN TOSS SUITE](#)

Tasks in this chapter

Select the task that matches your next action.

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Understand the ask and prepare a reply

T055 / Begin and inspect

Respond to the actual need without accidental commitments or invented context.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/reply-drafting-desk> > Reply Drafting Desk

Before you begin: the relevant message or supplied thread the relationship, channel and desired tone confirmed facts, dates and commitments the outcome you want from the reply

1 What would you like to achieve?. Ask: “Use Reply Drafting Desk to understand this supplied thread and draft an appropriate reply. Keep the response clear, concise and aligned to the facts and commitments provided.”

2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the relevant message or supplied thread; the relationship, channel and desired tone; confirmed facts, dates and commitments; the outcome you want from the reply. Keep the original source references.

3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

CONTROL MAP / ILLUSTRATIVE

Reply Drafting Desk

Back to Sentient / All specialists

What would you like to achieve?

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Understand the ask and prepare a reply

T055 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Reply Drafting Desk to identify the real asks, decisions, deadlines, tone and risks, then prepare a supported draft with visible placeholders for non-blocking gaps. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check recipients, facts, tone, deadlines, commitments and references to attachments. Review any material missing context or conflict before sending. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The draft answers the actual ask and uses supported facts. Any missing fact or material communication risk is visible. The user retains the final review and sending action.

NEXT USEFUL ACTION

Copy the reviewed draft into your communication tool and send it yourself when ready. Use the appropriate specialist if the thread raises substantive analytical work.

IF SOMETHING INTERRUPTS THE TASK

Supply the relevant earlier correspondence yourself if it matters. Reply Drafting Desk does not search your mailbox or send messages.

ASK AND RETURN

Help me understand the ask and prepare a reply. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)
[BACK TO TASK INDEX](#)

Separate the reply from work that needs coordination

T056 / Begin and inspect

Make sure an email response does not hide a task, decision or evidence review that needs an owner.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/reply-drafting-desk> > Reply Drafting Desk

Before you begin: the supplied thread and supported commitments the work outcome or decision revealed by it known owner, date and dependency information

- 1 What would you like to achieve?. Ask: “Draft the reply from this supplied thread and separately prepare a short reviewed brief for the work that should be coordinated in Workflow.”
- 2 Context to include. Add the existing initiative reference if there is one. In Relevant evidence or a reviewed handoff, include the supplied thread and supported commitments; the work outcome or decision revealed by it; known owner, date and dependency information. Keep the original source references.
- 3 Prepare request. Read Request to carry forward. Confirm the result, scope and supplied context. Select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Separate the reply from work that needs coordination

T056 / Complete and retain

4 Copy reviewed request. Choose Open ChatGPT . In your chosen AI conversation, paste the request and ask Reply Drafting Desk to keep communication drafting in scope, identify the relevant coordination need and prepare an editable minimum-context brief with suggested details clearly marked. You can also ask Work to read the reviewed request from the open page when its page connection is available.

5 Review the result. Check that the draft does not promise unapproved action. Review the separate work brief and confirm that ownership, priority and due dates still need the appropriate acceptance. Ask for corrections or missing evidence before relying on the conclusion.

6 Answer or working output. Bring the reviewed answer back to this field, or ask Work to return it to the open page. Keep complete documents with their sources and limitations. A returned draft remains yours to review.

CHECK THE RESULT

The communication draft and coordination brief are distinct. The brief contains only relevant work context and accurate commitment status.

NEXT USEFUL ACTION

Open Workflow and review the brief through its task or request controls. Return confirmed decisions to the reply draft before sending when they materially change the wording.

IF SOMETHING INTERRUPTS THE TASK

If a reply requires an undecided business or governance choice, ask the accountable person or appropriate specialist for that decision first.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Carry context forward and return useful results

A good connection has two ends: a reviewed request leaving the source and a reviewed result received back in the correct place. Opening a destination or copying a brief does not by itself transfer, save, approve or complete work.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with carry context forward and return useful results. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

[CHOOSE A TASK](#)[OPEN TOSS SUITE](#)

Tasks in this chapter

Select the task that matches your next action.

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Tasks in this chapter / continued

Select the task that matches your next action.

T068	Decide what done means for the current purpose	175
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Move from Atlas to a specialist and back

T057 / Begin and inspect

Use the work captured in Atlas to obtain focused help and retain the useful answer.

START

Atlas > Ask Atlas > Choose a specialist or utility

Before you begin: Select the Atlas work relevant to the question.

- 1 Choose a specialist or utility. In Ask Atlas, choose the destination that matches the task. Set Where would help be useful? and describe What help would be useful?.
- 2 Prepare handoff for review. Read the proposed context, including its selected scope and original references. Remove anything unnecessary.
- 3 Copy reviewed handoff. Open the selected destination, paste the brief and use the matching TOSS skill in your ChatGPT Work conversation.

CONTROL MAP / ILLUSTRATIVE

Ask Atlas

Ask Atlas / More

Prepare handoff for review

Related controls: Where would help be useful? • What help would be useful? • Copy reviewed handoff • Bring back an answer

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Move from Atlas to a specialist and back

T057 / Complete and retain

4 Review the specialist result. Check the result against the selected Atlas work, evidence and source version. Ask for corrections before keeping it.

5 Bring back an answer. Return to Ask Atlas. Paste the result into Answer from ChatGPT or a specialist and choose Keep reviewed answer. A supporting note may instead be attached through More > Bring evidence > A note.

6 Save Atlas. Save the reviewed additions. Keep design choices, approvals and realised outcomes in their proper states.

CHECK THE RESULT

The answer is retained against the intended Atlas work and reviewed before saving. The source evidence and unanswered questions remain clear.

NEXT USEFUL ACTION

Use the finding to improve the work model, prepare a further question or coordinate accepted action in Workflow.

IF SOMETHING INTERRUPTS THE TASK

If the selected work or source version changed, create a fresh brief and review the result again before attaching it.

ASK AND RETURN

Help me move from atlas to a specialist and back. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Coordinate Atlas findings in Workflow and return progress

T058 / Begin and inspect

Connect process understanding to reviewed operational work while preserving the source context.

START

Atlas > Explore & learn > Selected process > Reviewed handoffs

Before you begin: Save the relevant Atlas work before beginning the connection.

- 1 Continue with. Choose Workflow and describe What needs to happen next?.
- 2 Prepare brief. Review the purpose, source context, evidence and proposed next work.
- 3 Continue in Workflow. Choose the appropriate receiving workspace in Workflow and review the request before creating or updating work there.

CONTROL MAP / ILLUSTRATIVE

Reviewed handoffs

Explore & learn / Reviewed handoffs

Continue in Workflow

Related controls: Continue with • What needs to happen next? • Prepare brief • Refresh status

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Coordinate Atlas findings in Workflow and return progress

T058 / Complete and retain

4 Complete the relevant Workflow review. Confirm the people, work, authority and decisions in Workflow. Keep its completion and closure controls separate from the Atlas analysis.

5 Refresh status. Return to the Atlas handoff and refresh its status. Read Returned status and your next action.

6 Keep returned outcome. Select the checkbox confirming you reviewed the result, keep the returned outcome and choose Save Atlas.

CHECK THE RESULT

Workflow contains only the work that was reviewed and accepted there. Atlas retains a reviewed outcome linked to its original handoff.

NEXT USEFUL ACTION

Use the returned learning to revise evidence, follow up a decision or ask the next specialist question.

IF SOMETHING INTERRUPTS THE TASK

Use Previous handoffs > Resume this handoff if the connection was interrupted. Do not create a duplicate request simply because the other tab was closed.

ASK AND RETURN

Help me coordinate atlas findings in workflow and return progress. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Review Atlas work in Value & Maturity and return the finding

T059 / Begin and inspect

Connect selected process context with value or maturity assessment without changing either source automatically.

START

Atlas > Explore & learn > Selected process > Reviewed handoffs

Before you begin: Choose the Atlas work deliberately. In Value & Maturity, sign in and create or open a saved workspace that you can edit before receiving the context. An unsaved draft or a workspace you can only view is not a receiving destination.

- 1 Continue with. Choose Value & Maturity, explain What needs to happen next? and choose Prepare brief.
- 2 Open Value & Maturity . Open Value & Maturity and choose an editable saved workspace, saving a new draft first if necessary. Only then return to Atlas and verify its displayed receiving account and workspace.
- 3 I have reviewed the context to share. Review the selected context before confirming it and choosing Send reviewed context. In Value & Maturity, inspect Context from Atlas and choose Keep reviewed source.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Review Atlas work in Value & Maturity and return the finding

T059 / Complete and retain

4

Review the measurement work. Use the relevant value, maturity or specialist task. Keep the original source tab available for the return.

5

I reviewed this result for the selected work. Back at the Atlas return, inspect the result and confirm that it fits the selected work.

6

Keep reviewed return. Retain the reviewed finding and choose Save Atlas. Assessment changes in Value & Maturity require its own deliberate controls.

CHECK THE RESULT

The result is linked to the correct selected work and retained as a reviewed finding. Measurement claims keep their evidence and limits.

NEXT USEFUL ACTION

Use the returned assessment to refine the next question or coordinate accepted improvements.

IF SOMETHING INTERRUPTS THE TASK

Save a new receiving workspace before accepting the source context; its first save after receipt changes the destination and removes the return connection. If the original work changes, refresh the reviewed context before returning the result.

ASK AND RETURN

Help me review atlas work in value & maturity and return the finding. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Move between specialists when the task changes

T060 / Begin and inspect

Use each role for the work it is designed to perform and keep prior results usable.

START

Current specialist result > ChatGPT Work > TOSS

Before you begin: A reviewed result, its evidence and the next question.

- 1 Identify the next decision. State what remains: further diagnosis, design, assurance, planning, outcome assessment, improvement, document organisation or reply drafting.
- 2 Choose one best-fit role. Use Sentient if you need help choosing. Directly name the next specialist when the fit is clear.
- 3 Prepare a short reviewed brief. Include the intended result, work reference, completed work, accepted decisions, relevant evidence, assumptions, restrictions and open questions.

CONTROL MAP / ILLUSTRATIVE

ChatGPT Work conversation

TOSS

Choose one best-fit role

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Move between specialists when the task changes

T060 / Complete and retain

4 Retain the original references. Keep the connection and source information unchanged so a return can be checked against the originating work.

5 Review the new result. Apply the new role's completion checks. Return only useful reviewed findings, files and next actions to the original Site.

CHECK THE RESULT

The next role receives enough context without unnecessary material. Previous decisions are preserved and new recommendations remain identifiable.

NEXT USEFUL ACTION

Stop when the immediate purpose is achieved. A completed role engagement does not require a full cycle through the suite.

IF SOMETHING INTERRUPTS THE TASK

If the requested work is outside the chosen role, keep useful in-scope work and prepare the smallest sensible handoff instead of stretching the role.

ASK AND RETURN

Help me move between specialists when the task changes. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Carry a Sentient brief to another asset and bring back the result

T061 / Begin and inspect

Use Sentient to keep the intended outcome and useful return visible while another asset performs the work.

START

Sentient > Explore > selected asset > Prepare context

1

Prepare context. Choose the asset whose purpose fits your need. Describe Intended outcome, Requested help and Relevant context.

2

Decisions, open questions and evidence. Expand this section and add the information that materially affects the next task.

3

Keep this brief. Review the concise brief, then keep it. Use Copy brief with Open followed by the selected asset name, or choose Use with ChatGPT Work.

CONTROL MAP / ILLUSTRATIVE

Your next step

Explore / Prepare context

Bring back a result

Related controls: Intended outcome • Requested help • Relevant context • Keep this brief

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Carry a Sentient brief to another asset and bring back the result

T061 / Complete and retain

4 Review work in the destination. Use the receiving Site or skill, check its result and apply its own record and decision controls.

5 Bring back a result. Return to the Your next step card in Sentient. Enter Useful result or status and, when useful, Source or work link.

6 Keep result. Keep the reviewed outcome. The card shows Result kept and the conversation can continue from the new information.

CHECK THE RESULT

The retained result matches the brief and preserves the source of the work. Destination actions and Sentient notes have not been confused with automatic synchronisation.

NEXT USEFUL ACTION

Ask Sentient for the next useful action, or continue directly in the asset already doing the work.

IF SOMETHING INTERRUPTS THE TASK

If only a link opened, use Copy brief and paste the reviewed text. A link does not carry your full conversation.

ASK AND RETURN

Help me carry a sentient brief to another asset and bring back the result. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Connect a saved Atlas process from Sentient

T062 / Begin and inspect

Use a specific saved process to ground a conversation in the right work.

START

Sentient > kept Atlas brief > Connect a saved Atlas process

Before you begin: A saved Atlas process link for the work you want to discuss.

- 1 Connect a saved Atlas process. Open the connection from the kept Atlas brief.
- 2 Saved process link. Paste the link to the intended saved Atlas process and verify that it refers to the correct work.
- 3 Connect Atlas. Open the connection and review the process context before continuing.

CONTROL MAP / ILLUSTRATIVE

Connect a saved Atlas process

Sentient / Atlas

Connect Atlas

Related controls: Saved process link • Use this result

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Connect a saved Atlas process from Sentient

T062 / Complete and retain

4 Review the response. Check that the received Atlas context or result matches the process and question you intended.

5 Use this result. Keep the useful returned response in Sentient, then continue with a focused question or a matching TOSS skill.

CHECK THE RESULT

The received result relates to the selected saved process. The conversation has useful process context for the next question.

NEXT USEFUL ACTION

Return substantive changes through Atlas's own reviewed controls and Save Atlas where needed.

IF SOMETHING INTERRUPTS THE TASK

If the link is wrong, replace it with the correct saved process link. Do not attach work by a similar process title.

ASK AND RETURN

Help me connect a saved atlas process from sentient. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Answer an Atlas request in Sentient and return it

T063 / Begin and inspect

Use Sentient to coordinate a question from Atlas and return a concise result against its original request.

START

Atlas reviewed handoff > Sentient > Review Atlas context

Before you begin: Keep the originating Atlas request available and preserve its source reference.

- 1 Review Atlas context. Read the incoming Atlas request and its relevant source context.
- 2 Use this context. Accept the reviewed context into the Sentient conversation.
- 3 Use the appropriate TOSS skill. Ask for the substantive work needed. Review the answer and separate evidence, proposals and open questions.

CONTROL MAP / ILLUSTRATIVE

Return an answer to Atlas

Sentient / Atlas

Send response

Related controls: Answer for Atlas • Suggested next action • I reviewed this response and want to share it with Atlas.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Answer an Atlas request in Sentient and return it

T063 / Complete and retain

- 4** Return an answer to Atlas. Prepare the return using Answer for Atlas and Suggested next action.
- 5** I reviewed this response and want to share it with Atlas.. Check the response against the original request, then select this confirmation.
- 6** Send response. Return it for review in Atlas. Complete the receiving Atlas review and save the useful result there.

CHECK THE RESULT

The return answers the original request and identifies a useful next action. Atlas retains the result only through its receiving review and save controls.

NEXT USEFUL ACTION

Continue with the next Atlas step or a further specialist question supported by the new evidence.

IF SOMETHING INTERRUPTS THE TASK

If the source request changed or the connection is no longer available, refresh the reviewed context or use a concise copy-and-return brief.

ASK AND RETURN

Help me answer an atlas request in sentient and return it. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)[BACK TO TASK INDEX](#)

Continue a Value & Maturity request in Sentient and return the finding

T064 / Begin and inspect

Keep measurement work connected to its originating question while using the right specialist in Work.

START

Value & Maturity reviewed handoff > Sentient > Reviewed brief from Value & Maturity

Before you begin: Keep the original Value & Maturity source tab open.

- 1** Reviewed brief from Value & Maturity. Inspect the incoming question, selected records and source context.
- 2** Keep in this conversation. Keep the reviewed brief and ask the appropriate TOSS skill to perform the requested assessment.
- 3** Review the answer. Check evidence, dates, costs and calculation assumptions. Distinguish current results, forecasts, cash, capacity and qualitative effects.

CONTROL MAP / ILLUSTRATIVE

Return a result to Value & Maturity

Sentient / Value & Maturity

Send reviewed result

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Continue a Value & Maturity request in Sentient and return the finding

T064 / Complete and retain

4

Return a reviewed result . Open the return panel and review Result to return.

5

Send reviewed result. Send the checked result to the source for review. Keep the original tab open.

6

Review at the source. Use the Value & Maturity receiving controls to keep the useful return. Scores and measurement records do not change automatically.

CHECK THE RESULT

The result matches the original selected measurement request. The source receives a reviewable finding rather than an automatic rating or benefit change.

NEXT USEFUL ACTION

Use the returned assessment to decide the next measurement update, evidence request or improvement action.

IF SOMETHING INTERRUPTS THE TASK

If the source tab is closed, preserve and copy the result, reopen the measurement workspace and review the matching context before retaining it.

ASK AND RETURN

Help me continue a value & maturity request in sentient and return the finding. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Send a reviewed measurement question to a specialist through Sentient

T065 / Begin and inspect

Choose the relevant specialist and scope before sharing value or maturity context.

START

Value & Maturity > Review with specialist or Review with a specialist

Before you begin: Select the saved workspace and records relevant to the review.

- 1 Review with specialist. Open the specialist review from the relevant view.
- 2 Specialist or utility. Choose the role for the actual question. Discovery Agent examines the baseline; Value Realization reviews outcomes; Governance & Design Assurance challenges evidence; other roles address their own scope.
- 3 Brief to share. Read and refine the selected scope, evidence and intended result.
- 4 I have reviewed this scope, evidence and destination.. Confirm only the context you want to share.

CONTROL MAP / ILLUSTRATIVE

Specialist review

Value office / AI & automation

Send reviewed brief

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Send a reviewed measurement question to a specialist through Sentient

T065 / Complete and retain

- 5** Continue with Sentient . Open Sentient and verify Receiving Sentient account before proceeding.
- 6** Send reviewed brief. Send the checked brief. In Sentient, keep the context and use the selected TOSS skill in Work.
- 7** Specialist review. After the reviewed result returns, inspect it in Value & Maturity and use Export review when useful. Apply any record changes through the relevant deliberate controls.

CHECK THE RESULT

The chosen specialist receives only the reviewed measurement scope and evidence. The returned review retains its draft status and does not silently change records.

NEXT USEFUL ACTION

Use accepted findings to update evidence, plan an improvement or prepare an executive summary.

IF SOMETHING INTERRUPTS THE TASK

For a copy route, use the reviewed brief in your own chosen AI conversation and return the supported result. Preserve the original source references.

ASK AND RETURN

Help me send a reviewed measurement question to a specialist through sentient. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)[BACK TO TASK INDEX](#)

Take an accepted maturity action to Workflow and keep its progress

T066 / Begin and inspect

Coordinate a practical improvement and bring back work evidence without automatically changing the maturity rating.

START

Value & Maturity > AI & automation > Next steps

Before you begin: Save the selected assessment and review the action before opening the Workflow connection. Keep this assessment edition unchanged while waiting for the return.

- 1** Take to Workflow . Choose the relevant action and inspect Review the action and evidence to share.
- 2** Open Workflow connection . Open Workflow and choose the intended account and workspace.
- 3** Share this reviewed action with this workspace.. Return to Value & Maturity, verify the destination and select the confirmation.
- 4** Send reviewed action. Send the action for receiving review. In Workflow, deliberately create or select the work and confirm its details.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Take an accepted maturity action to Workflow and keep its progress

T066 / Complete and retain

5 Returned from Workflow. Review the returned work snapshot against the original assessment action.

6 Keep snapshot in this assessment. Retain the reviewed snapshot, then choose Save.

7 Latest Workflow snapshot. Later, review the latest retained status from Next steps. Reassess maturity only when evidence justifies it.

CHECK THE RESULT

The action is linked to the correct receiving work and workspace. The assessment retains a reviewed progress snapshot. No maturity score is raised merely because work was created or completed.

NEXT USEFUL ACTION

Use the progress and new evidence for a later assessment or specialist review.

IF SOMETHING INTERRUPTS THE TASK

If the saved assessment edition changes while waiting, prepare a fresh reviewed connection. For manual use, choose See how · copy instead > Copy reviewed action > Open Workflow . Record the confirmed work reference with Refine action and review returned status manually.

ASK AND RETURN

Help me take an accepted maturity action to workflow and keep its progress. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

[BACK TO TASK INDEX](#)

Return a measurement result to its originating Site

T067 / Begin and inspect

Close the context loop with a reviewed finding and a clear next step.

START

Value & Maturity > Value office or AI & automation > Return to the originating asset

Before you begin: Previously keep the reviewed source context in the intended saved workspace. Keep the originating Site available for the return.

- 1 Return to the originating asset. Open the return expansion labelled with the source asset's name.
- 2 Use current view summary. Use the current view summary as a starting point, or enter your own Result and next step.
- 3 Result and next step. Review the text against the original question. Include useful findings, supporting evidence, limits and one practical next action.

CONTROL MAP / ILLUSTRATIVE

Return to the originating asset

Value office / AI & automation

Send reviewed result

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Return a measurement result to its originating Site

T067 / Complete and retain

4

I reviewed this result and its destination.. Verify the source destination and confirm the current result.

5

Send reviewed result. Send the result for review at the source.

6

Returned review. In the originating Site, review the return, confirm I reviewed this result for the selected work. and choose Keep reviewed return where offered. Save the source work when required.

CHECK THE RESULT

The originating Site receives a result for its correct selected work. The useful return is deliberately retained through the source's controls.

NEXT USEFUL ACTION

Continue with an evidence update, action or specialist question justified by the returned finding.

IF SOMETHING INTERRUPTS THE TASK

If the original work has changed, refresh the selected context and review a current result. A matching title does not substitute for the original connection.

ASK AND RETURN

Help me return a measurement result to its originating site. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

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Decide what done means for the current purpose

T068 / Begin and inspect

Use completion criteria that match the work instead of treating every output as a completed initiative.

START

Your current Site or specialist result

Before you begin: The intended result, relevant owners and evidence.

- 1 Check the requested outcome. Confirm whether the immediate task was to understand, design, review, plan, coordinate, measure or communicate.
- 2 Check the work product. Verify the requested analysis or file is complete, understandable, internally consistent and supported by evidence or visible qualifications.
- 3 Check human decisions. Identify which choices have actually been made by accountable people and which remain recommendations or decisions awaiting human action.

CONTROL MAP / ILLUSTRATIVE

Completion review

Sentient / Navigator / Atlas / Workflow

Record the exit

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Decide what done means for the current purpose

T068 / Complete and retain

4

Check operational completion. Where tasks or work are involved, use Workflow's evidence, acceptance and closure checks. A completed analysis is not operational completion.

5

Check the value claim. Use observed outcomes, a credible baseline and appropriate validation before claiming realised benefits. Task closure and maturity ratings alone do not establish value.

6

Record the exit. Keep a concise record of what is complete, what remains, who owns it and the next action or review trigger.

CHECK THE RESULT

The work is complete for its stated purpose, with remaining conditions visible. The chosen exit is progression, correction, targeted follow-up, suspension or closure.

NEXT USEFUL ACTION

Continue only when there is a useful next action. Return later when new evidence, a decision or a review trigger changes the need.

IF SOMETHING INTERRUPTS THE TASK

If an essential condition cannot be met, preserve useful work and state the specific restart condition. Do not close the gap with an unsupported claim.

ASK AND RETURN

Help me decide what done means for the current purpose. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

[BROWSER WALKTHROUGH](#)

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Create tangible outputs with the nine TOSS skills

Use these walkthroughs when you want a usable working product, not only an answer in a conversation. Each request is neutral: replace the stated inputs with your own permitted material. The skills provide the method, evidence discipline and quality checks. Your selected assistant creates the requested files when its work environment supports file generation. An interactive dashboard is a generated artifact with a stated data date; the Sites keep their own reviewed records.

YOUR FOCUS

Choose the task that matches the work in front of you. Keep the intended result, evidence and next action visible.

A USEFUL CONVERSATIONAL START

Help me with create tangible outputs with the nine toss skills. Use the context I provide. Identify what is known, what is missing and the next useful action. Prepare an output I can review.

YOU ARE HERE

1 Choose a task

2 Follow its steps

3 Check and retain the result

[CHOOSE A TASK](#)[OPEN TOSS SUITE](#)

Tasks in this chapter

Select the task that matches your next action.

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Tasks in this chapter / continued

Select the task that matches your next action.

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Create a reusable continuation pack

T069 / Begin and inspect

Leave a clear record that another conversation, Site or specialist can use without reconstructing the work.

START

ChatGPT Work > TOSS

Before you begin: the intended outcome and current work reference reviewed results and their sources recorded decisions, restrictions and unresolved questions

- 1** Describe the output. Ask: "Sentient, turn the reviewed material into a concise continuation pack. Identify the next useful capability and prepare a brief I can review and use. Provide an editable document and a short on-screen version."
- 2** Specify the output structure. Request a one-page summary with Purpose; Current position; Facts and sources; Decisions already made; Assumptions and open questions; Recommended next capability and why; Requested result; Return destination; Owner and next action. Add a file list only where it helps the next person continue.
- 3** Add the source context. Supply the intended outcome and current work reference; reviewed results and their sources; recorded decisions, restrictions and unresolved questions. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Create a reusable continuation pack

T069 / Complete and retain

4 Review the request. Check the purpose, selected source material and desired files. Select TOSS in the conversation and send the request.

5 Review the proposed brief. Check that the pack summarises existing work and routes new specialist work appropriately. The next role should receive enough context, while unrelated information is excluded. Verify original source and connection references.

6 Keep the usable files. Download the editable brief from Work. Keep it with the current source files and use its concise version when a receiving page needs pasted context.

CHECK THE RESULT

A reader can identify the purpose, current position, next destination and expected return. The pack preserves decisions and uncertainty without inventing shared memory, approval or completion. The short version and editable document agree.

NEXT USEFUL ACTION

Use the brief with the selected role or receiving Site and bring its reviewed result back to the stated source.

IF SOMETHING INTERRUPTS THE TASK

If the material combines separate initiatives, split the pack by work reference before using it.

ASK AND RETURN

Help me create a reusable continuation pack. Use my evidence, keep assumptions visible and identify the check I should make before saving or taking the next action.

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Produce the complete business-case pack

T070 / Begin and inspect

Create a decision document, a presentation and a supporting model that all tell the same evidenced story.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/discovery>

Before you begin: the investment or change decision to support a current baseline and its evidence established alternatives, including the minimum-change option where relevant cost, benefit, timing, risk and approval-owner information

- 1 What would you like to achieve?. Ask: “Use Discovery Agent to create a complete business-case pack from this evidence: an editable Word case, an executive PowerPoint and an Excel model. Use the established alternatives. Keep missing inputs blank or visibly unknown. Prepare the decision; do not approve it.”
- 2 Specify the output structure. The Word case should contain Decision sought; Why change; Current-state baseline; Scope; Established options; Costs and resources; Quantitative and qualitative benefits; Risks and dependencies; Assumptions and sensitivity; Recommendation; Evidence gaps; Human decision required. The slides should show the decision, options, economics, uncertainties and next action. The workbook should separate Inputs, Options, Costs, Benefits, Calculations, Sensitivities and Sources.
- 3 Context to include. Supply the investment or change decision to support; a current baseline and its evidence; established alternatives, including the minimum-change option where relevant; cost, benefit, timing, risk and approval-owner information. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Produce the complete business-case pack

T070 / Complete and retain

4

Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

5

Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Discovery Agent to create the complete usable outputs, including the working files.

6

Review the output. Reconcile the options, periods, currencies, cost assumptions and benefit claims across all three files. Check that each material number has a source or an explicit assumption and that the minimum-change option is credible. Missing design or implementation evidence must be reflected in the case's status.

7

Keep the usable files. Download the complete files from Work and open them in their intended applications. On the specialist page, use Review content and document details and confirm I have reviewed this output for this request. before choosing a supported export. Keep the editable source alongside the reading copy.

CHECK THE RESULT

The same options and figures appear consistently in the report, slides and workbook. Costs, qualitative effects, forecasts and validated outcomes remain distinguishable. Important calculations can be reproduced from visible inputs. The case is labelled Preliminary Business Case or Business Case Foundation when material inputs are incomplete.

NEXT USEFUL ACTION

Take the case to its accountable decision-maker. Use Future-State Design for missing option design and Value Realization for measurement or benefit-validation gaps.

IF SOMETHING INTERRUPTS THE TASK

Do not let a polished presentation conceal an incomplete basis. Retain the gaps and request the specific specialist contribution needed.

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Build a transparent option and sensitivity model

T071 / Begin and inspect

See which assumptions could change the investment decision instead of relying on a single optimistic total.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/discovery>

Before you begin: the established options and comparison period one-off, recurring and transition costs benefit timing and achievable cost-removal evidence the chosen currency and any approved discount rate

- 1 What would you like to achieve?. Ask: "Build a transparent Excel comparison for these established options. Show cash flows by period, one-off and recurring costs, benefit ramp-up, net benefit and payback. Show discounted value only with a supplied rate. Add adjustable assumptions and sensitivity views."
- 2 Specify the output structure. Use separate input and calculation areas. Include columns for Option; Period; One-off cost; Recurring cost; Transition cost; Cash benefit; Capacity released; Net cash flow; Cumulative net cash flow; Source; Assumption status. Add a clearly labelled sensitivity table for the uncertain inputs that materially affect the result, with a written explanation of what changes the decision.
- 3 Context to include. Supply the established options and comparison period; one-off, recurring and transition costs; benefit timing and achievable cost-removal evidence; the chosen currency and any approved discount rate. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4 Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Build a transparent option and sensitivity model

T071 / Complete and retain

5 Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Discovery Agent to create the complete usable outputs, including the working files.

6 Review the output. Change one permitted input and check that the relevant results update coherently. Verify payback is the first period cumulative net cash flow offsets the investment, not a simple unsupported ratio. Capacity released must remain separate from cash flow. Check whether benefits ever exceed costs under each tested position.

7 Keep the usable files. Download the complete files from Work and open them in their intended applications. On the specialist page, use Review content and document details and confirm I have reviewed this output for this request. before choosing a supported export. Keep the editable source alongside the reading copy.

CHECK THE RESULT

The starting inputs, formulas, time horizon and assumptions are visible. The model does not invent a discount rate, cost, benefit or approved option. Cash effects are not inflated by counting released effort as expenditure removed. Sensitivity results explain what is uncertain and what further evidence matters.

NEXT USEFUL ACTION

Return the checked model to the business-case pack and use the sensitivity findings to target evidence collection.

IF SOMETHING INTERRUPTS THE TASK

If a required value is unknown, show the gap and a conditional result or range. Do not present an incomplete model as a final investment conclusion.

[BROWSER WALKTHROUGH](#)

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Generate a reviewable future-state design pack

T072 / Begin and inspect

Make the proposed way of working visible through connected diagrams, tables and decision notes.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/future-state>

Before you begin: validated needs and intended outcomes the current process and affected roles design requirements, constraints and controls accepted decisions and unresolved design questions

- 1 What would you like to achieve?. Ask: "Use Future-State Design to create a coherent design pack: a Word design report, a PowerPoint overview, editable process and responsibility diagrams, and a requirements-to-design workbook. Show options, exceptions and acceptance conditions."
- 2 Specify the output structure. Include a process view with Start; Inputs; Steps; Decisions; Exceptions; Handoffs; Outputs; Completion. Add a role table with Activity; Responsible role; Accountable decision-maker; Contributors; Handoff recipient. The traceability workbook should map Requirement; Source; Design choice; Alternative considered; Control; Measure; Acceptance evidence; Open decision.
- 3 Context to include. Supply validated needs and intended outcomes; the current process and affected roles; design requirements, constraints and controls; accepted decisions and unresolved design questions. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4 Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Generate a reviewable future-state design pack

T072 / Complete and retain

5

Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Future-State Design to create the complete usable outputs, including the working files.

6

Review the output. Walk through a normal route and an exception route. Confirm every important step has the necessary input, responsibility, decision rule and output. Check that people, data, technology and controls fit together and that the diagrams agree with the tables.

7

Keep the usable files. Download the complete files from Work and open them in their intended applications. On the specialist page, use Review content and document details and confirm I have reviewed this output for this request. before choosing a supported export. Keep the editable source alongside the reading copy.

CHECK THE RESULT

Material design choices can be traced to validated needs and requirements. Normal and exception paths are understandable and complete for the agreed scope. Risks, trade-offs, assumptions and acceptance criteria are explicit. The design is labelled as a proposal until an accountable human decision exists.

NEXT USEFUL ACTION

Submit the identified design version for Governance & Design Assurance and obtain human direction before implementation planning.

IF SOMETHING INTERRUPTS THE TASK

If a requirement or interface remains unresolved, retain it as an open design decision with an owner rather than drawing a falsely complete process.

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Create an assurance report and findings workbook

T073 / Begin and inspect

Give reviewers a reproducible decision basis and a clear way to follow each finding to closure.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/governance>

Before you begin: the exact design version and scope assurance criteria and decision purpose supporting evidence and known limitations existing findings and closure evidence if this is a reassessment

- 1 What would you like to achieve?. Ask: "Use Governance & Design Assurance to produce a Word assurance report, an Excel findings-and-actions workbook and an executive decision presentation. Reconcile every output to one findings register and make the required human decision explicit."
- 2 Specify the output structure. Use report sections for Review basis; Scope and limitations; Tested criteria; Findings; Residual risks; Conditions; Recommendation; Decision required. Each findings row should contain Finding reference; Criterion; Design element; Evidence; Consequence; Severity; Owner; Required treatment; Due date; Closure evidence; Current state. Include a summary view that drills into those rows rather than maintaining a separate set of counts.
- 3 Context to include. Supply the exact design version and scope; assurance criteria and decision purpose; supporting evidence and known limitations; existing findings and closure evidence if this is a reassessment. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4 Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Create an assurance report and findings workbook

T073 / Complete and retain

5 Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Governance & Design Assurance to create the complete usable outputs, including the working files.

6 Review the output. Select each material summary statement and trace it to the same finding and evidence in the workbook. Check that serious findings are neither hidden by an average score nor marked closed without adequate evidence and the required decision. Confirm the review did not silently design the replacement solution.

7 Keep the usable files. Download the complete files from Work and open them in their intended applications. On the specialist page, use Review content and document details and confirm I have reviewed this output for this request. before choosing a supported export. Keep the editable source alongside the reading copy.

CHECK THE RESULT

All report, slide and dashboard counts reconcile to one findings record. Each material finding has evidence, ownership, treatment and closure requirements. Scope, design version, review limitations and independence constraints are stated. The recommendation is clearly separate from accountable human approval.

NEXT USEFUL ACTION

Return precise rework needs to Future-State Design, coordinate accepted actions in Workflow and use the same record for reassessment.

IF SOMETHING INTERRUPTS THE TASK

If the design changes, record the new version and assess which criteria and findings need fresh review before reusing the recommendation.

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Create the integrated implementation workbook and roadmap

T074 / Begin and inspect

Turn accepted direction into files that owners can use to review sequence, dependencies and readiness.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/implementation-planning>

Before you begin: accepted design direction and its conditions scope, planning horizon and constraints resource-role and capacity evidence known dependency commitments and estimates

- 1 What would you like to achieve?. Ask: "Use Implementation Planning to produce an editable integrated planning workbook, a Word transition plan and a PowerPoint roadmap. Connect outcomes, deliverables, milestones, dependencies, resources, decisions and acceptance evidence."
- 2 Specify the output structure. Use workbook tabs for Outcomes and scope; Workstreams; Deliverables; Milestones; Dependencies; Roles and capacity; Risks and issues; Decisions; Readiness and acceptance. Dependency rows need Provider; Receiver; Required input; Needed by; Commitment evidence; Status; Consequence; Contingency. The roadmap should show meaningful phases and decision points; the transition plan should cover changeover, continuity, training, support and operational acceptance.
- 3 Context to include. Supply accepted design direction and its conditions; scope, planning horizon and constraints; resource-role and capacity evidence; known dependency commitments and estimates. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4 Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Create the integrated implementation workbook and roadmap

T074 / Complete and retain

5 Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Implementation Planning to create the complete usable outputs, including the working files.

6 Review the output. Trace a milestone back to its deliverables and prerequisite commitments. Check for circular or conflicting dependencies, unsupported precision, missing ownership and omitted readiness evidence. Ensure the roadmap, workbook and transition plan agree on dates or ranges and accepted conditions.

7 Keep the usable files. Download the complete files from Work and open them in their intended applications. On the specialist page, use Review content and document details and confirm I have reviewed this output for this request. before choosing a supported export. Keep the editable source alongside the reading copy.

CHECK THE RESULT

The plan traces accepted outcomes into verifiable work and acceptance evidence. Dates, effort and capacity are evidenced or shown as assumptions or ranges. Dependencies have provider and receiver responsibilities rather than only names. Required commitments and human acceptance remain visible; the files do not themselves assign people or authorise spending.

NEXT USEFUL ACTION

After accountable acceptance, coordinate the relevant work in Workflow and use Value Realization to establish progress, adoption and outcome monitoring.

IF SOMETHING INTERRUPTS THE TASK

Where the design or commitment basis is incomplete, identify the affected planning condition and route it for resolution instead of hiding it in a schedule.

[BROWSER WALKTHROUGH](#)

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Generate an interactive outcome dashboard

T075 / Begin and inspect

Make value, performance, adoption and exceptions easy to explore without losing the evidence behind the numbers.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/value-realization>

Before you begin: the current reviewed benefits and performance records measure definitions, sources, periods, units and owners baseline, target, actual and forecast values where evidenced costs, attribution rules and data-quality limitations

- 1 What would you like to achieve?. Ask: “Use Value Realization to create a clear interactive HTML dashboard and a filterable Excel workbook from these reviewed records. Include filters, a summary-to-detail view, evidence confidence and an as-of date. Keep cash, capacity, costs and qualitative outcomes separate. Give me the complete editable source data and the downloadable dashboard.”
- 2 Specify the output structure. Request filters for the recorded period, owner, outcome category and evidence state. Show baseline, target, actual, forecast, variance and confidence only where the source supports them. Selecting a summary card or chart should reveal its contributing records, definition, source, date, limitations and corrective action. Include a visible Reset filters control and a plain-language explanation of calculations. Use readable labels and status words alongside colour.
- 3 Context to include. Supply the current reviewed benefits and performance records; measure definitions, sources, periods, units and owners; baseline, target, actual and forecast values where evidenced; costs, attribution rules and data-quality limitations. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Generate an interactive outcome dashboard

T075 / Complete and retain

4

Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

5

Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Value Realization to create the complete usable outputs, including the working files.

6

Review the output. Test a filter and compare the visible total with its detail rows. Reset it and check the complete view. Open a record and verify its source, period, owner and evidence state. Check that missing data stays unknown, currencies and incompatible periods are not summed, and critical exceptions stay visible. Compare displayed figures with the workbook.

7

Keep the usable files. Download the generated HTML dashboard from Work and open it in a browser. Download the Excel workbook and the accompanying data and calculation notes. The specialist page's built-in export controls do not create HTML; keep the complete HTML file produced in Work. This is a dated generated dashboard, so refresh it deliberately when source records change.

CHECK THE RESULT

Filters and detail views work and can be reset without changing the source data. Summary values reconcile to their underlying records and visible calculation rules. Actual, forecast, target, confidence and data cut-off are clear. Capacity, cash, costs and qualitative effects remain distinct, with no double counting. The HTML file and workbook open correctly and remain useful with their supplied source data.

NEXT USEFUL ACTION

Use the dashboard for a dated review and record the decisions separately. Return the reviewed findings to Value & Maturity or the relevant source Site.

IF SOMETHING INTERRUPTS THE TASK

If a record is missing or unreliable, show it as unknown with a required evidence action. Do not replace it with zero or allow a filter to hide a material issue.

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Refresh and quality-check the dashboard

T076 / Begin and inspect

Keep an interactive dashboard trustworthy by making each refresh visible and traceable.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/value-realization>

Before you begin: the prior dashboard, workbook and source edition new authorised records with a data cut-off date any accepted changes to definitions, baselines or targets corrections and their reasons

- 1 What would you like to achieve?. Ask: "Refresh this Value Realization dashboard from the new reviewed records. Preserve the previous edition, explain definition or baseline changes, reconcile totals and identify anything that changes the conclusion. Produce a dated new HTML dashboard and workbook."
- 2 Specify the output structure. Include a refresh note with Previous edition; New as-of date; Source files; Added or corrected records; Definition changes; Restated values and reasons; Open quality issues; Changed conclusions. Preserve the same filter and detail behavior unless a purposeful design change is explained. Retain the prior edition for comparison.
- 3 Context to include. Supply the prior dashboard, workbook and source edition; new authorised records with a data cut-off date; any accepted changes to definitions, baselines or targets; corrections and their reasons. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4 Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Refresh and quality-check the dashboard

T076 / Complete and retain

5

Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Value Realization to create the complete usable outputs, including the working files.

6

Review the output. Compare record counts and key totals before and after the refresh. Test date and owner filters, record details, empty results and Reset filters. Check that a changed measure definition is not presented as ordinary performance improvement and that older periods are not silently rewritten.

7

Keep the usable files. Download the new HTML file, workbook and refresh note from Work. Open and check each one before replacing a link to the current reading copy. A generated dashboard does not update itself when a source Site changes.

CHECK THE RESULT

The new dashboard records its source edition, data cut-off and changes. Every material change in the conclusion is explained by evidence or an accepted definition change. Interactive controls, totals and workbook figures reconcile after refresh. The prior edition remains distinguishable from the current one.

NEXT USEFUL ACTION

Use the new edition for the next review and carry only reviewed findings into the Site records or action decisions.

IF SOMETHING INTERRUPTS THE TASK

If source definitions conflict, retain the competing views or pause that measure's conclusion until the owner resolves the comparison.

[BROWSER WALKTHROUGH](#)

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Create an improvement dashboard and experiment backlog

T077 / Begin and inspect

Make opportunities visible, explain their priorities and show what evidence will decide whether each improvement worked.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/continuous-improvement>

Before you begin: current performance and maturity evidence the agreed comparison basis and rating criteria known causes or hypotheses and prior attempts owners, capacity, controls and improvement constraints

- 1 What would you like to achieve?. Ask: "Use Continuous Improvement to create a prioritised improvement workbook, a maturity gap view and a concise roadmap. Include experiments with success measures, safeguards and decision rules. Provide an interactive HTML view where I can filter opportunities and inspect their evidence."
- 2 Specify the output structure. The backlog should contain Opportunity; Problem; Evidence; Baseline; Desired outcome; Cause hypothesis; Proposed test; Expected value; Confidence; Effort or capacity need; Risk and safeguard; Owner; Priority basis; Review date; Next decision. The maturity view should show Current level; Target; Gap; Evidence confidence; Priority; Dependencies, with the stated rating criteria accessible.
- 3 Context to include. Supply current performance and maturity evidence; the agreed comparison basis and rating criteria; known causes or hypotheses and prior attempts; owners, capacity, controls and improvement constraints. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4 Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Create an improvement dashboard and experiment backlog

T077 / Complete and retain

5 Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Continuous Improvement to create the complete usable outputs, including the working files.

6 Review the output. Inspect why a high-priority item is ranked there and check that score inputs and weights are visible where used. Confirm technology proposals follow problem clarification and simplification. Verify every experiment has a measurable test, a stop or revise rule and an owner. Check the maturity view against the actual evidence.

7 Keep the usable files. Download the workbook, roadmap and any generated HTML file from Work. Check their links, filters, calculations and dates, then retain the editable source with the reviewed reading copy.

CHECK THE RESULT

Priorities are traceable to evidence, value, feasibility, risk and available capacity. Experiments specify both success and inconclusive or adverse-result handling. Maturity ratings use the stated model and remain separate from certification. Dashboard counts and roadmap items reconcile to the same backlog.

NEXT USEFUL ACTION

Coordinate accepted actions in Workflow and return observed results for learning. Begin a new diagnosis only if the scale or uncertainty warrants it.

IF SOMETHING INTERRUPTS THE TASK

Do not raise a maturity rating or recognise improvement value because an action is planned or a test is complete. Use the agreed evidence of the outcome.

[BROWSER WALKTHROUGH](#)

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Design and create a logical folder structure

T078 / Begin and inspect

Give the work a simple home with clear boundaries and a place for current and historical outputs.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/ops-command-center>

Before you begin: the existing folders or an authorised folder listing the initiative scope, work reference and document types existing organisation conventions and permitted storage location which file actions you want Ops to perform

- 1** What would you like to achieve?. Ask: “Use Ops Command Center to inspect this authorised working area and propose the lightest useful folder structure. Map existing files, preserve references and history, and create the agreed folders after I review the arrangement. Show the actual operation results.”
- 2** Specify the output structure. Request a folder plan with Folder; Purpose; Included document types; Responsible owner; Existing contents; Proposed action. Begin with only the needed areas, such as Governance, Evidence, Working, Outputs and Archive. Add workstream folders only where they improve finding and managing the work. Include one consistent naming and version rule, a document-index location and routine upkeep responsibilities.
- 3** Context to include. Supply the existing folders or an authorised folder listing; the initiative scope, work reference and document types; existing organisation conventions and permitted storage location; which file actions you want Ops to perform. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4** Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Design and create a logical folder structure

T078 / Complete and retain

5 Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Ops Command Center to create the complete usable outputs, including the working files.

6 Review the output. Review the proposed structure before applying it. Check that each folder has a distinct purpose, the depth is manageable, existing approved history is preserved and the plan avoids duplicate filing. After authorised creation, compare the actual folder listing with the plan and inspect any failed operation.

7 Keep the usable files. Keep the reviewed folder plan and operation summary. Save the document index in the agreed location. The guide's interactive folder demonstration illustrates the arrangement; it does not create real folders.

CHECK THE RESULT

The agreed folders exist in the chosen destination, or any unapplied proposal is clearly identified. Each folder has a useful purpose and fits the initiative boundary. Existing file references and approved history remain accounted for. The document index and naming approach are defined as part of the same working arrangement.

NEXT USEFUL ACTION

Create or update the document index and map outputs into their correct locations. Apply routine upkeep within the agreed scope without repeatedly redesigning the structure.

IF SOMETHING INTERRUPTS THE TASK

If access or an operation fails, preserve the original contents and retain the proposed plan. Do not claim folders were created from a plan alone.

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Build a navigable document index

T079 / Begin and inspect

Find the right current file and understand its status without creating another copy of every document.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/ops-command-center>

Before you begin: the authorised file listing and actual locations the initiative reference and existing naming conventions known owners, versions and review evidence which files are current, replaced or historical

- 1** What would you like to achieve?. Ask: "Use Ops Command Center to create a document index from these actual files. Make it searchable and filterable, use stable document references and working links, and distinguish current, review and historical versions. Leave missing details visible."
- 2** Specify the output structure. Request an Excel index with Work reference; Document reference; Title; Type; Human owner; Version or current marker; State; Actual location or Not saved; Modified date. Add reviewer and review state, approval owner and date, previous or next version, and related evidence or decision only where relevant. Include filters for owner, type, state and current version, plus a short Read me sheet describing the fields.
- 3** Context to include. Supply the authorised file listing and actual locations; the initiative reference and existing naming conventions; known owners, versions and review evidence; which files are current, replaced or historical. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4** Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Build a navigable document index

T079 / Complete and retain

5

Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Ops Command Center to create the complete usable outputs, including the working files.

6

Review the output. Open a sample of links, compare each index row with its actual file and verify the version and status. Check for missing files, duplicate references, ambiguous current versions and unsupported approval labels. The index should point to files, not duplicate their contents.

7

Keep the usable files. Download the complete files from Work and open them in their intended applications. On the specialist page, use Review content and document details and confirm I have reviewed this output for this request. before choosing a supported export. Keep the editable source alongside the reading copy.

CHECK THE RESULT

Every included record identifies an actual file or explicitly says Not saved. Document references remain stable and current versions can be identified. Links, owners, dates and states are checked against available evidence. Filters help users find files without hiding missing or disputed details.

NEXT USEFUL ACTION

Use the index as the navigation record for the working area. Update it when a file is added, revised, moved, approved or replaced.

IF SOMETHING INTERRUPTS THE TASK

When a link cannot be verified, mark it for review with an owner. Do not create a plausible location or approval record to fill the cell.

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Maintain document details and version history

T080 / Begin and inspect

Keep the file, its index entry and its review history consistent as the work changes.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/ops-command-center>

Before you begin: the current document index and affected files the agreed naming and version rules the exact change requested any recorded review or approval decision

- 1 What would you like to achieve?. Ask: "Use Ops Command Center to update these authorised document details and version relationships. Reconcile the file, index and review state, preserve the prior approved version and report exactly what changed."
- 2 Specify the output structure. Request a change record with Document reference; Previous title, version, state and location; New title, version, state and location; Reason; Source decision; Changed by; Change date; Verification result. Preserve the relationship between the previous and current versions. Distinguish Working, Review draft, Approval draft, Approved, Replaced and Archived states in plain language.
- 3 Context to include. Supply the current document index and affected files; the agreed naming and version rules; the exact change requested; any recorded review or approval decision. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4 Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Maintain document details and version history

T080 / Complete and retain

5 Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Ops Command Center to create the complete usable outputs, including the working files.

6 Review the output. Check that a filename change has not changed the stable document reference and that a new version points back to its predecessor. Approval requires the recorded human authority, date and conditions. Verify both the file and index update before treating the new version as current.

7 Keep the usable files. Download the complete files from Work and open them in their intended applications. On the specialist page, use Review content and document details and confirm I have reviewed this output for this request. before choosing a supported export. Keep the editable source alongside the reading copy.

CHECK THE RESULT

File details, index fields and version history agree. The prior approved version is preserved and the current version is unambiguous. Review and approval states reflect actual decisions. The change record distinguishes completed operations from proposed or failed ones.

NEXT USEFUL ACTION

Use the current version in future handoffs and retain historical versions in the agreed archive arrangement.

IF SOMETHING INTERRUPTS THE TASK

If conflicting versions exist, preserve both and ask the accountable owner which becomes current. Do not silently overwrite an approved file.

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Run a focused document-housekeeping review

T081 / Begin and inspect

Catch broken links, stale drafts and missing ownership before they confuse the next person.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/ops-command-center>

Before you begin: the authorised current folder listing and document index the agreed working and archival rules the scope of routine changes already authorised any retention or review constraints

- 1 What would you like to achieve?. Ask: “Use Ops Command Center to review this working area for missing metadata, broken references, duplicate files, unclear current versions, stale drafts and outstanding reviews. Prepare a prioritised correction list and apply only the changes within the authorised arrangement.”
- 2 Specify the output structure. Request a register with Finding; Affected file or record; Evidence; Impact; Recommended correction; Owner; Permission or decision needed; Planned action; Actual result; Verification. Group related corrections so the file, index, details and version history can be reconciled together.
- 3 Context to include. Supply the authorised current folder listing and document index; the agreed working and archival rules; the scope of routine changes already authorised; any retention or review constraints. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4 Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Run a focused document-housekeeping review

T081 / Complete and retain

5 Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Ops Command Center to create the complete usable outputs, including the working files.

6 Review the output. Check the evidence before removing a duplicate designation or changing a current marker. Review any proposal to delete, replace an approved file, break a reference or materially restructure the working area as a separate consequential action. Verify completed corrections against the resulting files and index.

7 Keep the usable files. Download the complete files from Work and open them in their intended applications. On the specialist page, use Review content and document details and confirm I have reviewed this output for this request. before choosing a supported export. Keep the editable source alongside the reading copy.

CHECK THE RESULT

The register separates observations, recommendations, prepared corrections and executed corrections. No destructive or reference-breaking change is reported as routine cleanup. Completed corrections reconcile files, index entries and version relationships. Unresolved items have owners and next actions.

NEXT USEFUL ACTION

Keep the correction record and repeat a proportionate review when the document volume or review cycle warrants it.

IF SOMETHING INTERRUPTS THE TASK

After interruption or partial failure, inspect what actually completed before retrying. Preserve sources and avoid duplicating completed moves or saves.

[BROWSER WALKTHROUGH](#)

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Produce a ready-to-review reply pack

T082 / Begin and inspect

Make the intended response, supporting facts and remaining checks easy to review before sending.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/reply-drafting-desk>

Before you begin: the supplied email, message or relevant thread the recipient relationship and intended outcome confirmed dates, facts and authorised commitments desired tone and any sensitive handling requirements

- 1 What would you like to achieve?. Ask: "Use Reply Drafting Desk to create a ready-to-review reply from this supplied thread. Provide the final draft, a concise factual review checklist and, only where useful, a shorter alternative. Keep missing facts in visible placeholders."
- 2 Specify the output structure. Request a compact pack containing Purpose of reply; Draft subject where relevant; Final draft; Facts or dates to confirm; Commitments requiring confirmation; Attachments referenced; Tone or sensitivity points. Keep review notes outside the sendable draft. If the thread creates separate work, include a distinct short coordination brief instead of hiding task creation in the message.
- 3 Context to include. Supply the supplied email, message or relevant thread; the recipient relationship and intended outcome; confirmed dates, facts and authorised commitments; desired tone and any sensitive handling requirements. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4 Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Produce a ready-to-review reply pack

T082 / Complete and retain

5

Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Reply Drafting Desk to create the complete usable outputs, including the working files.

6

Review the output. Read the draft as the recipient would. Confirm it answers the actual ask and that every deadline, commitment, attachment and statement is supported. Resolve placeholders before sending and check that review notes have not been copied into the message body.

7

Keep the usable files. Download the complete files from Work and open them in their intended applications. On the specialist page, use Review content and document details and confirm I have reviewed this output for this request. before choosing a supported export. Keep the editable source alongside the reading copy.

CHECK THE RESULT

The draft is directly usable after the stated human checks. Review notes and optional alternatives are clearly separated from the final wording. No recipient, fact, commitment, approval or message delivery is invented. The work is based on supplied correspondence and no mailbox search or sending is claimed.

NEXT USEFUL ACTION

Copy the reviewed wording into the chosen communication tool and send it yourself. Use Workflow for any separately reviewed action.

IF SOMETHING INTERRUPTS THE TASK

If an important fact or decision is missing, retain a guarded draft or ask the smallest necessary question. Do not replace uncertainty with confident wording.

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Assemble a checked output and handoff pack

T083 / Begin and inspect

Make the deliverables easy to use together, with the right source, version and decision status.

START

<https://toss-sentient.nesvaruos.chatgpt.site/specialists/ops-command-center>

Before you begin: the completed specialist files and reviewed source outputs the intended audience and destination required document names, versions and review state remaining evidence gaps and next actions

- 1** What would you like to achieve?. Ask: "Use Ops Command Center to assemble these reviewed outputs into a clear handoff pack. Create a file index, check names, versions, links and consistency, and keep specialist conclusions unchanged. Identify corrections for the originating specialist."
- 2** Specify the output structure. Request a cover note with Purpose; Included files; Current versions; Evidence basis and as-of date; Review state; Decisions made; Open items; Receiving role; Next action. Add a file index with title, format, purpose, owner, version, review state and location. Keep editable files together with their PDF reading copies where requested.
- 3** Context to include. Supply the completed specialist files and reviewed source outputs; the intended audience and destination; required document names, versions and review state; remaining evidence gaps and next actions. Identify the existing work reference and intended audience. Retain source dates and distinguish confirmed facts, estimates and unknowns.
- 4** Prepare request. Read Request to carry forward, correct the scope and select This is the context I want to carry forward.

Continue with the remaining steps on the next page.

OPEN THIS WALKTHROUGH

Assemble a checked output and handoff pack

T083 / Complete and retain

5 Copy reviewed request. Choose Open ChatGPT . Paste the request in your chosen AI conversation and ask Ops Command Center to create the complete usable outputs, including the working files.

6 Review the output. Open each format, follow its contents links, inspect tables and confirm that figures and statements agree across formats. Have the relevant specialist resolve substantive analysis discrepancies. Confirm the receiving person can identify the current files and the decisions still required.

7 Keep the usable files. Download the complete files from Work and open them in their intended applications. On the specialist page, use Review content and document details and confirm I have reviewed this output for this request. before choosing a supported export. Keep the editable source alongside the reading copy.

CHECK THE RESULT

Every promised file exists, opens correctly and matches its stated purpose. The index reflects actual files and their current review states. Material figures, sources and conclusions agree across formats. Open issues and required decisions remain clear rather than being hidden by packaging.

NEXT USEFUL ACTION

Use the pack through the receiving Site's reviewed controls or share it through an authorised channel when requested.

IF SOMETHING INTERRUPTS THE TASK

If one file is incomplete or fails to open, preserve the rest and report that exact gap. A prepared index is not proof that its files were saved or delivered.

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Across the Suite

Open the relevant asset. Carry reviewed context through the supported handoff, then return with the useful result.

Sentient

Frame the need, choose useful help and coordinate reviewed context.

Atlas

Organise work definitions, inspect execution and compare scenarios.

Navigator

Frame an initiative, review readiness and choose the next action.

Workflow

Coordinate owners, decisions, evidence and controlled closure.

Value & Maturity

Review benefits, economic assumptions and maturity evidence.

Opening a Site link alone does not transfer a record or save a change.

Carry context and return results

Sentient

WHEN

You need a useful destination or a concise continuation of the work.

TAKE FORWARD

Review the intent, evidence, existing decisions and open questions before carrying a brief to another Site or skill.

RETURN

Bring the useful result and next action back to the original conversation. Preserve the original connection when using a supported linked return.

DONE WHEN

The thread is coherent and one next useful action is clear.

Navigator

WHEN

An initiative needs orientation, discovery-readiness review or a practical next action.

TAKE FORWARD

Select the relevant initiative and review the brief before continuing with a specialist, Workflow or Value & Maturity.

RETURN

Review returned context against the initiative. A returned note does not automatically complete its actions or change its active position.

DONE WHEN

The initiative has a clear purpose, evidence gaps and appropriate next action.

Carry context and return results / continued

Atlas

WHEN

You need process context, observed evidence, scenario exploration or operating knowledge.

TAKE FORWARD

Use Ask Atlas or the selected process's Reviewed handoffs. Review the selected scope and exact source references.

RETURN

Keep the reviewed answer, outcome or return in the appropriate Atlas control, then Save Atlas.

DONE WHEN

The useful finding is associated with the selected work and its evidence and uncertainty remain visible.

Workflow

WHEN

Accepted work needs owners, decisions, dependencies and controlled closure.

TAKE FORWARD

Bring a reviewed brief into the appropriate workspace and confirm the work through Workflow's controls.

RETURN

Use supported progress returns or reviewed copy-and-return. Source Sites receive context and learning; they do not take over Workflow's authority.

DONE WHEN

Work and decisions have their required evidence and acceptance, and any returned learning has been reviewed at the source.

Carry context and return results / continued

Value & Maturity

WHEN

The next question concerns measurable value, costs, capability gaps or an executive outcome summary.

TAKE FORWARD

Review the chosen records, workspace, specialist and purpose. Use the supported connection or copy the reviewed brief into Work.

RETURN

Review the returned assessment before retaining it. Ratings, value records and approvals do not change merely because a result is staged.

DONE WHEN

The assessment basis, calculation assumptions, evidence confidence and next actions are clear.

Specialists and utilities

WHEN

A focused analytical or practical task needs its complete role method.

TAKE FORWARD

Use a reviewed specialist request or directly name the role in a chosen AI conversation with relevant context.

RETURN

Review the substantive result, export usable files and bring a concise matching return to the source Site.

DONE WHEN

The role-specific result meets its evidence and completion checks; human decisions remain with the accountable people.

Carry context and return results / continued

Sentient with Atlas

WHEN

Use process evidence, work hierarchies, insights or scenarios to answer a question.

TAKE FORWARD

Prepare an Atlas brief. Connect a saved Atlas process for reviewed exchange, or send a reviewed table for guided import.

RETURN

Review the connected response with Use this result, or use Bring back a result. Atlas-originated requests use Use this context and Send response.

DONE WHEN

The response has been reviewed and retained in the intended source. Atlas process records and decisions remain under Atlas controls.

Sentient with Navigator

WHEN

Frame an initiative, assess readiness or choose the next stage.

TAKE FORWARD

Choose Journey Navigator in Explore, keep a focused brief and carry it through the selected route.

RETURN

Return the initiative reference, confirmed next step and open questions to the same Sentient brief.

DONE WHEN

The next step is explicit and the source reference is retained; progression is confirmed in Navigator.

Carry context and return results / continued

Sentient with Workflow

WHEN

Coordinate an agreed action, document review or follow-up.

TAKE FORWARD

Use a reviewed Workflow brief or the document's Workflow button; confirm workspace, owner and requested decision in Workflow.

RETURN

Bring back the work reference, reported status and actual review decision where relevant.

DONE WHEN

The work is recorded and checked in Workflow; Sentient retains the reported result without taking over approval.

Sentient with Value & Maturity

WHEN

Track outcomes or assess AI and automation maturity with evidence.

TAKE FORWARD

Open the dashboard and carry selected reviewed context; a source request can open Sentient with the intended specialist brief.

RETURN

Keep in this conversation accepts source context; Send reviewed result returns a finding for source review.

DONE WHEN

The finding is reviewed in the source workspace. Measures and scores change only through that site's deliberate controls.

Carry context and return results / continued

Sentient with TOSS specialist and utility skills

WHEN

Use diagnosis, design, assurance, planning, value, improvement, drafting or delivery organisation expertise.

TAKE FORWARD

Select the appropriate TOSS role in ChatGPT and use a reviewed brief or specialist work-desk request.

RETURN

Review the answer and outputs; retain a return, export files or save a specialist working copy.

DONE WHEN

The output meets its stated purpose, evidence and role boundaries, and any required human decision remains explicit.

Navigator with Sentient

WHEN

Use it when the need crosses assets or you want help choosing the appropriate next route.

TAKE FORWARD

Open More > Explore TOSS > Sentient and provide the outcome, scope and question you have reviewed. Opening the link alone carries no initiative record.

RETURN

Bring a reviewed summary back to the original Navigator initiative. Review evidence choices and action progress separately.

DONE WHEN

The next destination and task are clear, useful context is preserved and the user has chosen the next action.

Carry context and return results / continued

Navigator with Discovery, Future-State Design, Governance & Design Assurance, Implementation Planning, Value Realization and Continuous Improvement

WHEN

Use the capability whose entry conditions fit the question and evidence now available.

TAKE FORWARD

Review and copy the initiative brief, open the specialist page, paste the complete brief as reviewed context, prepare the request and use the matching TOSS skill in your chosen assistant conversation.

RETURN

Use Next Actions > Bring back an update. Request a concise summary, preserve the initiative connection and confirm only supported progress.

DONE WHEN

The role-specific result is reviewed, uncertainties remain visible, and any action completion or new focus is deliberately confirmed.

Navigator with Ops Command Center

WHEN

Use it alongside specialist work when you need trackers, review packs, document registers or orderly working material.

TAKE FORWARD

Use Prepare Ops handoff when suggested, or open the utility directly and provide only the reviewed organisation request.

RETURN

Retain the reviewed outputs and bring back the useful progress summary if it affects the initiative's next action.

DONE WHEN

The required operational materials are usable and traceable, with actual approval and delivery responsibilities still assigned to people.

Carry context and return results / continued

Navigator with Reply Drafting Desk

WHEN

Use it when a substantial reply, clarification, acknowledgement or follow-up needs drafting.

TAKE FORWARD

Use direct access and supply the relevant thread and the outcome you want from the reply.

RETURN

Review and use the draft in your communication channel. Bring back only a decision or new fact that affects the initiative.

DONE WHEN

A suitable draft has been reviewed. A prepared reply is not a sent message.

Navigator with Workflow

WHEN

Use it when the next step needs delivery ownership, evidence, follow-up or a recorded decision.

TAKE FORWARD

Take work into Workflow > review the brief > Copy brief > Open Workflow to paste > check the receiving account and workspace > Use Navigator context > paste in Brief from Navigator > Review brief > confirm new or existing work.

RETURN

Copy the complete Navigator return from Workflow. In Navigator choose Update an initiative, review the matched record and Save update.

DONE WHEN

The work exists in the authorised Workflow workspace and useful returns are reviewed against the correct initiative. Navigator readiness and completed actions are changed only through their own controls.

Carry context and return results / continued

Navigator with Value & Maturity

WHEN

Use it to examine initiative value or evidence-based readiness and maturity in a measurement workspace.

TAKE FORWARD

Review Context to share, confirm it, open Value & Maturity, select its receiving workspace, then return to Navigator and Send reviewed context.

RETURN

Review the returned outcome, confirm its relevance and choose Keep reviewed return. Inspect it later under Measurement reviews.

DONE WHEN

The measurement outcome is reviewed and retained with the selected initiative. Source status and action counts have not been treated as proof of realised benefits or maturity.

Navigator with Atlas

WHEN

Use it when the initiative needs a structured account of work, operating evidence, scenarios, improvement options or reusable operating knowledge.

TAKE FORWARD

Open Atlas through More > Explore TOSS and provide a reviewed initiative question and relevant evidence in Atlas. The Navigator suite link does not transfer the local initiative automatically.

RETURN

Bring back a reviewed summary and evidence references. Update the appropriate readiness choices, current focus or capability after checking what the result supports.

DONE WHEN

Atlas findings inform a clearer initiative decision, while the actual Atlas work and Navigator progress remain identifiable and separately reviewed.

Carry context and return results / continued

Atlas with Sentient

WHEN

You need help choosing the next route, combining expertise or answering a wider question.

TAKE FORWARD

Reviewed handoffs > Continue with > Sentient > Prepare brief > Connect Sentient, or the reviewed copy route. An incoming Sentient request opens Review request.

RETURN

Read the returned outcome, confirm review and Keep returned outcome. For an incoming request, write Response to Sentient > Review response > Send response.

DONE WHEN

The response is acknowledged or the returned result is retained as a draft finding. Save Atlas for changes you want to keep.

Atlas with Navigator

WHEN

A process finding needs initiative framing, scope, readiness or stage decisions.

TAKE FORWARD

Ask Atlas > Choose a specialist or utility > Navigator · frame the initiative > Prepare handoff for review > Copy reviewed handoff.

RETURN

Use the reviewed brief as reference in Navigator, then bring the useful initiative conclusion or reference back as an Atlas answer or evidence note. This generic brief is not an automatic Navigator import.

DONE WHEN

The initiative and process questions have clear references and the relevant Atlas conclusion is saved.

Carry context and return results / continued

Atlas with Workflow

WHEN

A reviewed finding, scenario or document requires owned follow-through.

TAKE FORWARD

Reviewed handoffs > Workflow > Prepare brief > Continue in Workflow. A document also offers Workflow for its exact version.

RETURN

Refresh status, inspect the actual work reference and evidence, confirm review and Keep returned outcome.

DONE WHEN

The action has its own authorised Workflow state and the useful return is saved in Atlas. A Workflow status does not replace an Atlas version decision.

Atlas with Value & Maturity

WHEN

You need measurements, value evidence, maturity review or a next improvement based on the Atlas work.

TAKE FORWARD

Reviewed handoffs > Value & Maturity > Prepare brief > Open Value & Maturity > sign in and open or first save the intended editable workspace > Send reviewed context.

RETURN

Review the returned assessment, confirm the selected work and Keep reviewed return.

DONE WHEN

The receiving review relates to the intended source and its useful return is retained and saved as an Atlas finding.

Carry context and return results / continued

Atlas with TOSS specialist and utility skills

WHEN

You need diagnosis, target design, independent assurance, implementation planning, benefit review, improvement experiments, organised records or a reply draft.

TAKE FORWARD

Use Ask Atlas to prepare a ChatGPT request or choose the relevant specialist, review context and copy the handoff into a TOSS conversation.

RETURN

Keep a reviewed answer, incorporate a supported proposal after preview, or attach an evidence note to the original work.

DONE WHEN

The result has the intended scope, basis and next action. Any Site save, approval, communication or execution remains a deliberate action in the relevant destination.

Workflow with Navigator

WHEN

Use when initiative framing or readiness produces work, and when delivery changes what the initiative needs next.

TAKE FORWARD

Copy the complete reviewed Navigator brief; in Workflow choose Use Navigator context, review and confirm new or existing work.

RETURN

Use Update Navigator, review the selected work information, copy the update, then paste, review and save it on the matched Navigator initiative.

DONE WHEN

The right Workflow work and initiative relationship are visible, and any return is deliberately saved in Navigator.

Carry context and return results / continued

Workflow with Atlas

WHEN

Use when reviewed process insight or design context needs coordinated action.

TAKE FORWARD

Open Workflow from the reviewed Atlas handoff, accept the receiving workspace, then create or link authorised work.

RETURN

The connection returns selected current work details while open. Back to Atlas shows the result; reopen from Atlas to resume.

DONE WHEN

Atlas identifies the connected work and its current status, while progress and decisions remain in Workflow.

Workflow with Value & Maturity

WHEN

Use when work needs a value or maturity review, or an assessment finding needs an improvement action.

TAKE FORWARD

From work, review and send selected context to the chosen measurement workspace. From an assessment, review the action and create or select receiving Workflow work.

RETURN

Keep a reviewed measurement return as progress, or return a reviewed work-status and evidence-reference snapshot to the assessment and save it there.

DONE WHEN

The receiving record retains the reviewed result. Work completion is not treated as automatic benefit or maturity proof.

Carry context and return results / continued

Workflow with Sentient

WHEN

Use when the right capability or next route is unclear.

TAKE FORWARD

Open the TOSS Suite guide or Sentient separately and describe the outcome, carrying only context you have reviewed.

RETURN

Return the useful reviewed recommendation to the work through Add progress or another explicit action.

DONE WHEN

The next capability and responsible human action are clear; no general Sentient-to-Workflow automatic write is assumed.

Workflow with TOSS specialist and utility skills

WHEN

Use for diagnosis, design, assurance, planning, value review, improvement, drafting or operating records.

TAKE FORWARD

Choose Specialist help, select the role, review context and copy a focused brief to the plugin conversation.

RETURN

Review the output, then append progress, add evidence, request a decision or plan a follow-up using Workflow controls.

DONE WHEN

The reviewed result is recorded with a clear next action; any approval, validation or closure is separately confirmed by its authorised person.

Carry context and return results / continued

Value and Maturity with Sentient

WHEN

Use Sentient when you want help choosing or coordinating the right specialist for a measurement question.

TAKE FORWARD

Review the selected brief, open Continue with Sentient, verify the receiving account and choose Send reviewed brief.

RETURN

Review the returned specialist result in Value & Maturity and export it when useful. Apply record changes deliberately.

DONE WHEN

The finding matches the reviewed request, supported changes are saved, and the next decision is clear.

Value and Maturity with Navigator

WHEN

Use initiative context and practitioner progress to frame a value question or return evidence to the original initiative.

TAKE FORWARD

Before Navigator sends, open or first save the intended editable Value & Maturity workspace. Review the selected initiative context and send it to that saved workspace. Keep the source reference and initiative boundary.

RETURN

Use Return to Navigator to send a reviewed result, then keep it deliberately in the original initiative.

DONE WHEN

The result is retained against the intended initiative; progress status has not been mistaken for realised value.

Carry context and return results / continued

Value and Maturity with Atlas

WHEN

Use process baselines, observed execution and explicitly labelled scenarios as supporting context for a measurement.

TAKE FORWARD

Open or first save the intended editable Value & Maturity workspace before Atlas sends selected context. Keep the reviewed source there and treat scenario estimates separately from measured results.

RETURN

Review a concise finding and send it back through Return to Atlas; retain it there using the source-side review action.

DONE WHEN

The process reference and edition remain traceable, and the result states its evidence and uncertainty.

Value and Maturity with Workflow

WHEN

Use delivery context to support measurement, or coordinate an agreed maturity action.

TAKE FORWARD

Open or first save the editable Value & Maturity workspace before receiving a reviewed work snapshot. For an assessment action sent the other way, save the assessment first, then use Take to Workflow and check the receiving account and workspace.

RETURN

Return measurement findings to the source work, or keep a reviewed Workflow status-and-evidence snapshot in the assessment and save it.

DONE WHEN

The correct work reference is retained, its result has been reviewed and any rating change is supported by a deliberate reassessment.

Carry context and return results / continued

Value and Maturity with TOSS specialists and utility skills

WHEN

Use focused expertise for diagnosis, value evidence, target design, independent assurance, planning, improvement, document organisation or reply drafting.

TAKE FORWARD

Choose the relevant role under Specialist or utility, review the brief and use it in your TOSS-enabled ChatGPT session.

RETURN

Review the reasoning or prepared summary; save useful files in the chosen destination and apply accepted changes deliberately.

DONE WHEN

The output answers the question with sources and limits. Human approval, site saving and message sending remain separate actions.

Practice with a fictional example

Follow one initiative across the right assets

THE QUESTION

Fictional example: use Sentient to frame invoice rework, Navigator to check readiness, Atlas to inspect the process, Workflow to coordinate a pilot and Value & Maturity to review results.

A USEFUL OUTPUT

Return useful findings to the original initiative. Use only the assets the question requires; review and save each supported update.

Prepare

Name the purpose, scope, evidence and intended recipient. Label all fictional values and assumptions.

Review

Inspect the result. Ask for missing reasoning, evidence or alternatives before relying on it.

Retain

Use the relevant save or import control and check its confirmation. Retain the source and version with any document.

Return

Bring the result to the initiating task. Check the original completion criteria and identify the next owner or action.

FIND A TASK

Recover and continue

A result will not import

Keep the original file. Read the validation message, check that the result matches this brief and correct the stated issue before retrying.

The source changed

Open the current saved version. Reconcile the changes and prepare a fresh brief if needed. Keep the earlier draft for comparison.

A save fails or is delayed

Keep the working screen open and preserve your draft. Retry the same save when offered. Check the saved reference or receipt before leaving.

A connected return is unavailable

Use the reviewed copy-and-return route where provided. Opening another asset by itself does not carry the record.

A view or control is missing

Check the active account, workspace and your role. Use More to find the appropriate view or the current browser guide to find the task.

An AI says the work is complete

Check the actual Site record and its confirmation. A prepared answer, a saved draft, a human approval and verified delivery are different states.

SEARCH THE CURRENT GUIDE

About the creator

By Sourav Sen

Sourav Sen created and directed TOSS to make transformation thinking and practical ways of working more accessible. The Suite brings context, evidence, ownership and useful next steps into view.

DEVELOPED WITH CHATGPT

ChatGPT supported design, implementation and preparation of this guide. People remain responsible for the evidence, decisions and actions in their work.

THIS EDITION

This full task handbook follows the visual structure of the earlier Sentient and Atlas guides. Its task content comes from the current Suite catalogue. It uses the new Site URLs and preserves direct task links. Control maps are illustrative; they do not imply that a private workflow was exercised.

USE AND SHARE WITH CARE

Share only information you are permitted to share. Review recipients, account and workspace before a handoff. Keep sources and versions with outputs. Optional AI services use their own account terms and capabilities.

Let's make work easy.

[EXPLORE TOSS](#)[BACK TO CONTENTS](#)