

BRR FIELD TOOL 01 • EDITABLE PDF

Activity & Investigation SOP Builder

A repeatable plan for curious work that deserves more than a sticky note.

Design, run, document, troubleshoot, and improve a repeatable activity or investigation without flattening the curiosity out of it.

INVESTIGATION / SET	OWNER / OBSERVER	DATE	VERSION

The 20-point investigation spine

01 Identity + version	02 Question / curiosity	03 Why this matters	04 Background / context
05 Objective	06 Prediction / hypothesis	07 Success / observation criteria	08 Materials + equipment
09 Safety + preparation	10 People + roles	11 Conditions + environment	12 Setup
13 Procedure / path	14 Checkpoints + decisions	15 Observations	16 Measurements + evidence
17 Unexpected findings / deviations	18 Interpretation + findings	19 Follow-up questions	20 Record management / repeat / adapt

FIELD RULE / OBSERVATION ≠ INTERPRETATION. FACTS FIRST. MEANING SECOND.

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01 Investigation identity

Name, working title, owner, location, date, version, and any identifier that helps this make sense six months from now.

02 Question or curiosity

What are we actually trying to find out, notice, compare, make, test, or understand?

03 Why this is worth doing

Context, relevance, story, family connection, practical reason, or delightfully unnecessary curiosity.

04 Background notes

What is already known? What should be looked up first? What assumptions are currently sneaking around unsupervised?

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05 Objective

Write the clearest possible statement of what a successful investigation will accomplish.

06 Prediction / hypothesis

Optional. Record the best current guess and why it seems plausible.

07 Success + observation criteria

What counts as useful evidence? What would make the activity complete, repeatable, or worth revisiting?

08 Materials + substitutions

Required supplies, quantities, optional upgrades, substitutions, and what absolutely cannot be substituted.

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09 Safety + preparation

Hazards, supervision, protective steps, allergy/environment considerations, preparation, and cleanup planning.

10 People + roles

Who is participating? Who is observing, recording, timing, photographing, collecting, or making executive snack decisions?

11 Conditions + environment

Weather, light, temperature, location, timing, surface, noise, or other conditions that may change the result.

12 Setup

Describe the starting arrangement. Include a sketch/photo reference if positioning matters.

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13 Procedure / investigation path

Write the repeatable sequence. Use decision points where the next step depends on what is observed.

14 Checkpoints + decision gates

Where should the process pause to verify, compare, photograph, measure, reset, or change direction?

15 Observations

Record what was seen, heard, felt, smelled, noticed, asked, or unexpectedly argued with.

16 Measurements + evidence

Numbers, counts, times, sizes, photos, samples, drawings, comparisons, or other evidence.

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17 Unexpected findings + deviations

What differed from the plan? Was it a problem, irrelevant, or unexpectedly better?

18 Interpretation + findings

What does the evidence suggest? Separate observations from conclusions.

19 Next rabbit holes

New questions, possible variations, follow-up investigations, or things that became more interesting than the original question.

20 Record management + repeat plan

What should be saved? Where do related files live? What should change next time? Is this ready to repeat, adapt, teach, publish, or retire? Use the website [My Investigation Archive](#) for the actual archive record.

Closeout • evidence quality + next move

91 Evidence strength

Weak / emerging / useful / strong. Identify the strongest evidence and the single thing that would most improve confidence.

92 Repeatability check

Could another person repeat this from the record? What information is still trapped in somebody's head?

93 Unexpected but better

Did any departure from the plan create a better method, clearer result, or more interesting question?

94 Next rabbit hole

What question became more interesting than the original one?

95 Revision history

Version / date / what changed / why / who changed it.