

Choose the change that addresses the constraint

Start with one delayed job. Locate where it stopped and record the evidence before choosing a change.

Observed problem	Evidence to look for	Alternative	Condition	Small next step
Unclear rule or acceptance condition	People disagree on what a completed input means.	Adjust the process	Agree the requirement and its owner.	Apply it to the next three jobs and record what remains unclear.
Repeated copying between tools	Inputs are complete; the same fields are entered twice.	Integrate or automate the step	Stable fields, destination, and exception owner exist.	Test one transfer and its duplicate case before expanding.
A required capability is missing	Current tools cannot support the needed approval or access rule.	Evaluate a new tool	Requirement is explicit and existing options were checked.	Test the capability with a sample job before a migration.
Missing or inconsistent inputs	Work waits for data that nobody has checked.	Repair inputs and ownership	One person owns collection and acceptance.	Define the input list and verify one handoff.
Waiting on a decision	Work cannot proceed without a named approver.	Resolve the decision	Owner, choices, and consequence are visible.	Request the decision with a date and a conditional next plan.
Constraint is still unclear	Nobody can locate where one delayed job stopped.	Diagnose before selecting	A specific job and its sequence can be inspected.	Trace five steps and record the reason for the wait.

Example / Missing client inputs

A content agency waits at confirming inputs. Define source footage, brand guide and permissions as required inputs; name the account manager who checks them. Review the next three jobs.