

AFFINITY MAPPING

Keep the working record connected to evidence. Use another sheet when the scope or situation changes.

01 / QUESTION, SCOPE & DATE

What decision should the work inform? Record sources and what remains uncertain.

02 / PROVISIONAL CLUSTER 1

Meaningful label, notes and source IDs.

02 / PROVISIONAL CLUSTER 2

Meaningful label, notes and source IDs.

02 / PROVISIONAL CLUSTER 3

Meaningful label, notes and source IDs.

03 / EXCEPTIONS & SOURCE COVERAGE

Which accounts do not fit? Do several notes come from one source?

IMPLICATION TO INVESTIGATE

What decision or question follows, and what evidence supports it?

BELOW THE SURFACE

Neatness can remove the important exception.

CLAIM TO CHALLENGE

What does the cluster label assert?

SOURCE COVERAGE

Which distinct accounts support it?

CONTRARY ACCOUNT

Which evidence could change its meaning?

REVISED INTERPRETATION

What remains supported after the challenge?

NEXT INVESTIGATION

What evidence is needed for the decision?

OWNER & REVIEW

Who acts next and when?