

THE FIVE-LAYER SOLO OPS CANVAS

Define the workflow before choosing the tools.

1 TRIGGER

Name the event that starts the workflow and how duplicates are prevented.

Starting event

Detection method

Duplicate prevention

2 INPUTS

List only the information the workflow is allowed and required to use.

Required inputs

Freshness rule

If missing

3 PREPARATION

Describe the reversible work that may run before a decision is made.

Work to prepare

Output format

Tool or owner

4 APPROVAL

Place judgment, money, access, publication, and commitments behind authority.

Decision owner

Approval required for

Stop condition

5 VERIFICATION

Inspect the destination and define the evidence that proves the final state.

Destination

Success signal

Recovery action

BOUNDARY TEST

If a wrong action would be hard to reverse or materially affect another person, place it behind approval or a human handoff.

OPERATING RULE

Automate preparation. Keep authority explicit. Verify the destination before reporting success.