



HOW DO I UPDATE THE SPECIFICATION ASSESSMENT WORKSHEET?

Section Links

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- Sections in the worksheet
- Order to complete the worksheet
- Mandatory questions
- Answering the questions for each section
- Saving the worksheet
- Submitting the worksheet
- How to complete the PBC assessment?

Navigate to the Specification Assessment worksheet

- This should be the third worksheet updated for the PBC Assessment
- Navigate to the Specification Assessment worksheet
 - In the PBC Assessment there is a menu at the top of the screen
 - Click on 'Specification' to navigate to the worksheet

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | **Specification** | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror | Transposition | Mess Finding | Frameworks | Filtration | Coordination | PBC Action Plan

Select the PBC Assessment version to update

- On the left-hand side there is a drop-down menu for you to select the PBC Assessment version
 - Clicking on this will show all PBC Assessment versions

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | **Specification** | Integration | Skill and Will | Productive Paranoia | Paradox | Candle vs Mirror | Transposition | Mess Finding | Frameworks | Filtration | Coordination | PBC Action Plan

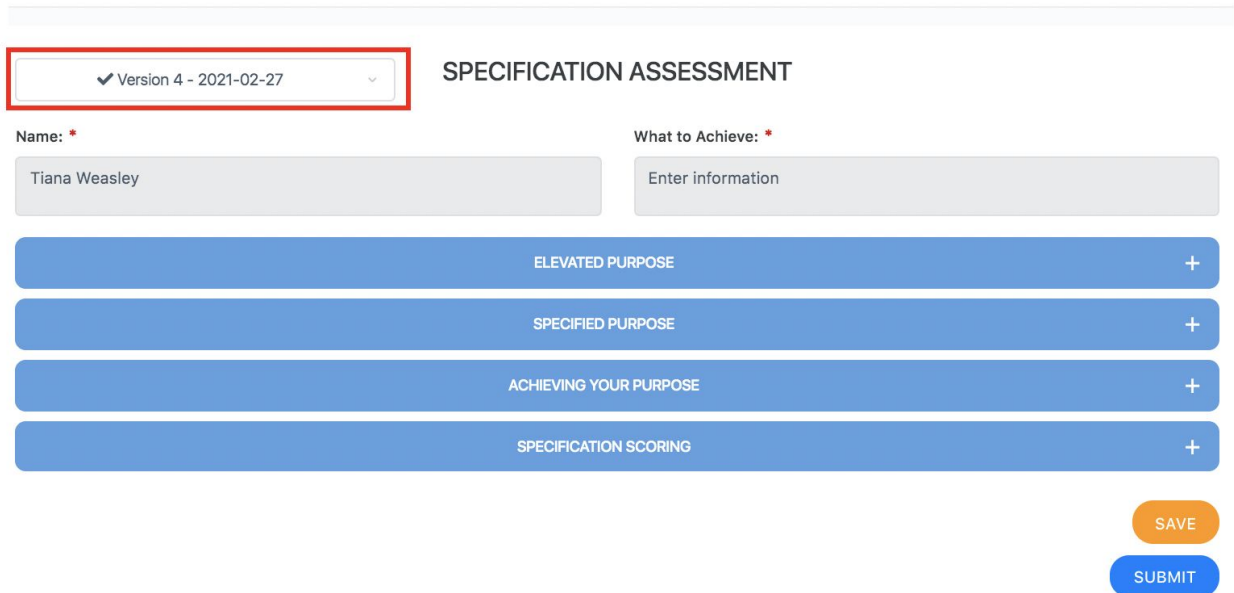
✓ Version 4 - 2021-02-27

SPECIFICATION ASSESSMENT

How Do I Update the Specification Assessment Worksheet Guide

- From this list, select the current (active/open) PBC Assessment version
- You will be taken to the selected version

PBC Canvas | PBC Dashboards | Goal & Vision | Elevation | ● Specification | ● Integration | ● Skill and Will | ● Productive Paranoia | ● Paradox | ● Candle vs Mirror | ● Transposition | ● Mess Finding | ● Frameworks | ● Filtration | ● Coordination | ● PBC Action Plan



Version 4 - 2021-02-27

SPECIFICATION ASSESSMENT

Name: * Tiana Weasley

What to Achieve: * Enter information

ELEVATED PURPOSE +

SPECIFIED PURPOSE +

ACHIEVING YOUR PURPOSE +

SPECIFICATION SCORING +

SAVE

SUBMIT

- Version 1 is the first version of the PBC Assessment
- If this has not been closed/completed then there will only be 'Version 1' in the drop-down menu
- The highest version number is the current version
- If there is an option to '[Start a new version](#)' then all PBC Assessment versions are closed/completed and a new version needs to be started
 - This option only displays if there are no open PBC Assessments
 - None of the PBC Assessment versions displayed can be updated
- **Note:**
 - There can only be one active or current PBC Assessment open at any one time
 - All completed PBC Assessment versions can be viewed but cannot be updated
 - Only the current PBC Assessment version can be updated, as it has not been closed/completed

How Do I Update the Specification Assessment Worksheet Guide

Sections in the worksheet

- There are four sections in the Specification Assessment worksheet
- These are:
 - Elevated Purpose
 - Specified Purpose
 - Achieving Your Purpose
 - Specification Scoring

[PBC Canvas](#) | [PBC Dashboards](#) | [Goal & Vision](#) | [Elevation](#) | [Specification](#) | [Integration](#) | [Skill and Will](#) | [Productive Paranoia](#) | [Paradox](#) | [Candle vs Mirror](#) | [Transposition](#) | [Mess Finding](#) | [Frameworks](#) | [Filtration](#) | [Coordination](#) | [PBC Action Plan](#)

Version 4 - 2021-02-27

SPECIFICATION ASSESSMENT

Name: *

What to Achieve: *

ELEVATED PURPOSE	+
SPECIFIED PURPOSE	+
ACHIEVING YOUR PURPOSE	+
SPECIFICATION SCORING	+

[SAVE](#)

[SUBMIT](#)

Order to complete the worksheet

- The easiest way to complete the worksheet is to complete each of the sections in order
- There may be some questions that require the answers from previous questions

How Do I Update the Specification Assessment Worksheet Guide

Mandatory questions

- Questions with a red asterisk (*) are mandatory and must be answered for the worksheet to be submitted and validated successfully
 - All worksheets need to be submitted and validated to complete and end an assessment
 - This is required to start a new PBC Assessment
- For the Specification Assessment worksheet the following questions are mandatory:
 - Q2, Q3, Q4, Q5, Q6, Q7, Q8, Q9, Q10, Q11 and Q12

Answering the questions for each section

- To answer questions in each section, expand the section
 - Clicking on the '+' symbol for the section expands it
 - Once expanded clicking on the '-' symbol for the section contracts it
- When the section is expanded answer all questions
- Each section in the Specification Assessment worksheet is covered below

How Do I Update the Specification Assessment Worksheet Guide

1. Elevated Purpose section

- There is one question in this section, however, no information is required to be entered
 - The Elevated Purpose is copied from the 'Elevation Assessment' worksheet
 - To successfully submit this worksheet, the 'Elevation Assessment' worksheet needs to be completed so the information required for this question can be copied from the worksheet

ELEVATED PURPOSE

1. ELEVATED PURPOSE: *

Elevated Purpose

Question #	Answer The Question By
1	No answer is required - information copied from the Elevation Assessment worksheet (Q4 in the Elevation worksheet needs to be completed before this worksheet can be submitted)

- Q1: displays the Elevated Purpose entered in the Elevation Assessment worksheet
 - There is no information required to be entered for Q1
 - These cannot be updated in this worksheet (which is why they display in grey)

How Do I Update the Specification Assessment Worksheet Guide

2. Specified Purpose section

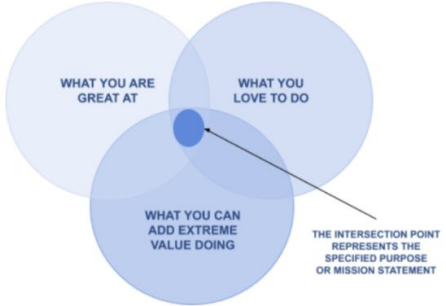
- There are four questions in this section
 - All questions in this section are mandatory

SPECIFIED PURPOSE

2. Describe what it is that you love to do *

3. Describe what it is that you are great at *

4. Describe what you can add extreme value doing *



THE INTERSECTION POINT REPRESENTS THE SPECIFIED PURPOSE OR MISSION STATEMENT

5. Bearing in mind your elevated purpose, express the intersection point (based on answers to Q2, Q3 and Q4) to specify your elevated purpose, using non-business and non-technical words. This is your specified purpose, or mission statement: *

Question #	Answer The Question By
2	Enter the answer by typing your response in the text box space provided
3	Enter the answer by typing your response in the text box space provided
4	Enter the answer by typing your response in the text box space provided
5	Enter the answer by typing your response in the text box space provided

- **Q2:** outline what you love to do
- **Q3:** explain what you are great at doing
- **Q4:** describe what you can do that adds lots of value
- **Q5:** state your Specified purpose using non-technical, non-business and non-jargon words. The intersection point between Q2, Q3 and Q4 represents how you can achieve or execute your Elevated purpose. This is essentially your Mission statement.

How Do I Update the Specification Assessment Worksheet Guide

SPECIFIED PURPOSE

2. Describe what it is that you love to do *

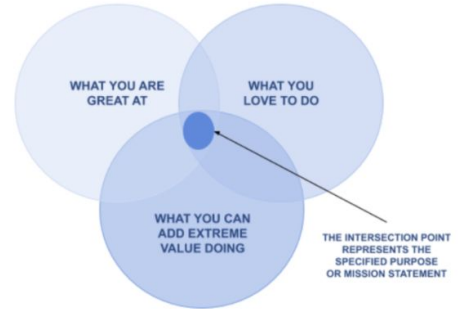
Enter information

3. Describe what it is that you are great at *

Enter information

4. Describe what you can add extreme value doing *

Enter information



5. Bearing in mind your elevated purpose, express the intersection point (based on answers to Q2, Q3 and Q4) to specify your elevated purpose, using non-business and non-technical words. This is your specified purpose, or mission statement: *

Specified Purpose

How Do I Update the Specification Assessment Worksheet Guide

3. Achieving Your Purpose section

- There are two questions in this section
 - All questions in this section are mandatory

ACHIEVING YOUR PURPOSE

6. How does your specified purpose help to achieve your elevated purpose? *

(i.e. what does your specified purpose enable you to do? What activities, processes or things do you do that reflect your specified purpose?)

7. How will achieving your goals help you to execute your specified and elevated purpose? *

Question #	Answer The Question By
6	Enter the answer by typing your response in the text box space provided
7	Enter the answer by typing your response in the text box space provided

- **Q6:** outline how your Specified purpose helps you achieve your Elevated purpose (contains a hover over to provide additional assistance in answering the question)
- **Q7:** explain how achieving your goals will help you execute your Elevated and Specified purpose

ACHIEVING YOUR PURPOSE

6. How does your specified purpose help to achieve your elevated purpose? *

Enter information

7. How will achieving your goals help you to execute your specified and elevated purpose? *

Enter information

How Do I Update the Specification Assessment Worksheet Guide

4. Specification Scoring section

- There are five questions in this section
 - All questions in this section are mandatory

SPECIFICATION SCORING		
Question	Answer	Score
8. Do you have a clearly defined purpose that you absolutely believe in? *	Select one ▾	0
9. Do you have a mission statement that engages and empowers you? *	Select one ▾	0
10. Is your specified purpose in direct harmony or alignment with your elevated purpose? *	Select one ▾	0
11. How closely aligned is what you want to achieve to your specified purpose? *	Select one ▾	0
12. What impact will there be on your ability to accomplish your specified purpose, if you can't achieve your goals? *	Select one ▾	0
		Total Score: <input type="text"/>
		Average Score: <input type="text"/>
		Percentage Score: <input type="text"/> %

Question #	Answer The Question By
8	Using the drop-down menu provided - the score automatically updates
9	Using the drop-down menu provided - the score automatically updates
10	Using the drop-down menu provided - the score automatically updates
11	Using the drop-down menu provided - the score automatically updates
12	Using the drop-down menu provided - the score automatically updates

- After answering each question, the score for that question displays
- Once all questions are answered, the final overall scores for the Assessment worksheet calculate
- These are the:
 - Total Score
 - Average Score
 - Percentage Score
- The Percentage Score is reflected in the PBC Assessment Canvas and also the Dashboard for Specification

How Do I Update the Specification Assessment Worksheet Guide

SPECIFICATION SCORING		
Question	Answer	Score
8. Do you have a clearly defined purpose that you absolutely believe in? *	Low belief	2
9. Do you have a mission statement that engages and empowers you? *	Average engagement/em	3
10. Is your specified purpose in direct harmony or alignment with your elevated purpose? *	Low alignment	2
11. How closely aligned is what you want to achieve to your specified purpose? *	Average alignment	3
12. What impact will there be on your ability to accomplish your specified purpose, if you can't achieve your goals? *	Average impact	3
	Total Score:	13
	Average Score:	2.60
	Percentage Score:	52.00 %

How Do I Update the Specification Assessment Worksheet Guide

Saving the worksheet

- If you don't have time to complete the worksheet in full, once you've entered your answers, select the 'Save' button
 - This will ensure your work is saved and does not need to re-entered
 - After selecting 'Save' a success message displays

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Candle vs Mirror | Transposition | Mess Finding | Frameworks | Filtration | Coordination | PBC Action Plan

Answers for the Specification Assessment have been saved successfully.

Version 4 - 2021-02-27

SPECIFICATION ASSESSMENT

Name: * What to Achieve: *

Tiana Weasley Enter information

- ELEVATED PURPOSE +
- SPECIFIED PURPOSE +
- ACHIEVING YOUR PURPOSE +
- SPECIFICATION SCORING +

SAVE

SUBMIT

- However, the 'Save' button does not validate the completeness of the worksheet or verify it has been completed
 - This is indicated by the name of the worksheet in the menu still appearing with a red dot next to it
- To do this, and to complete the worksheet, it needs to be submitted by selecting the 'Submit' button
- You can update the worksheet as often as required and then save it
- Amendments and updates can be made until the PBC Assessment has been finalised
 - This can only be done in the [PBC Action Plan](#) worksheet
 - And is usually done at the end of the assessment period (i.e. end of the quarter)

How Do I Update the Specification Assessment Worksheet Guide

Submitting the worksheet

- After all questions in the worksheet have been answered, select the 'Submit' button
 - This validates all questions have been answered and saves the worksheet
 - If all questions are answered, a success message displays and the name of the worksheet no longer has a red dot next to it in the menu

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Answers for the Specification Assessment have been submitted successfully.

Version 4 - 2021-02-27

SPECIFICATION ASSESSMENT

Name: *
Tiana Weasley

What to Achieve: *
Enter information

- ELEVATED PURPOSE +
- SPECIFIED PURPOSE +
- ACHIEVING YOUR PURPOSE +
- SPECIFICATION SCORING +

SAVE

SUBMIT

- You can update the worksheet as often as required, even after it has been submitted, and then resubmit the worksheet
- Amendments and updates can be made, and the worksheet resubmitted, until the PBC Assessment has been finalised
 - This can only be done in the [PBC Action Plan](#) worksheet
 - And is usually done at the end of the assessment period (i.e. end of the quarter)
- To finalise and end the assessment, so a new assessment can be started, all worksheets need to be fully completed and submitted by selecting the 'Submit' button for **every** worksheet
 - You will know if any worksheets need to be submitted as the name of the worksheet will display with a red dot next to it in the menu

How Do I Update the Specification Assessment Worksheet Guide

How to complete the PBC assessment?

- There is a recommended sequence to complete the PBC Assessment worksheets
- This is outlined in the '[Complete the PBC Assessment](#)' How Do I Guide
- For more information on saving or submitting worksheets, starting or ending an assessment and updating every worksheet, refer to the following How Do I Guides:
 - '[Save Worksheets in the PBC Assessment](#)'
 - '[Submit Worksheets in the PBC Assessment](#)'
 - '[Start a New PBC Assessment](#)'
 - '[Update the Goals and Vision Worksheet](#)'
 - '[Update the Elevation Assessment Worksheet](#)'
 - '[Update the Integration Assessment Worksheet](#)'
 - '[Update the Skill and Will Assessment Worksheet](#)'
 - '[Update the Productive Paranoia Assessment Worksheet](#)'
 - '[Update the Paradox Assessment Worksheet](#)'
 - '[Update the Candle versus Mirror Assessment Worksheet](#)'
 - '[Update the Transposition Assessment Worksheet](#)'
 - '[Update the Mess Finding Assessment Worksheet](#)'
 - '[Update the Frameworks Assessment Worksheet](#)'
 - '[Update the Filtration Assessment Worksheet](#)'
 - '[Update the Coordination Assessment Worksheet](#)'
 - '[Update the PBC Action Plan Worksheet](#)'