

Define your micro-app on one page

A micro-app solves one specific pain for a team. Fill in this page before building it: with it, anyone understands what you need.

MICRO-APP NAME

PROCESS OWNER

DATE

01 The pain

What you do today, what eats your time and what you'd like to happen. In your own words.

02 Who uses it

Who uses it, who knows the process end to end and who approves.

03 How it works today

Today's steps and where the information lives: spreadsheets, email, messages.

04 How it should work

The steps with the micro-app and what it would do on its own: check, calculate, remind.

05 The data

What information it handles, which file it comes from and who can see or edit each piece.

06 The first version

A single pain. What goes in now and what waits for later.

Is your spreadsheet ready to become an app?

- ☐ There are several versions of the file and nobody knows which is the latest.
- ☐ Someone deleted or overwrote someone else's work.
- ☐ You move data from one file to another several times a week.
- ☐ Formulas break and only one person knows how to fix them.
- ☐ Approvals happen outside the file, with no record.

07 How you'll know it worked

	Before	After
Process time		
Errors		

Start with a single pain: a small micro-app your team actually uses is worth more than a big system nobody adopts.