Buying-Group Map and Mutual Action Plan

Connect buyer decisions to the people, evidence and dependencies needed to make them.

Your reusable working template 1/2

1. Use decision roles as prompts, then verify them with the customer.
2. Separate sensitive internal observations from the buyer-shared action plan.
3. Co-create milestones and acceptance evidence; a sent timeline is still a proposal.
4. Update owners, dates and dependencies when new information changes the decision path.

Opportunity and next buyer decision

Decision roles, named people and how the role was verified

Each participant's stated priority and concern

Evidence required and the person who can approve it

A practical Tibyan working aid, not a validated assessment. Example is hypothetical; adapt decisions and figures to your context. Do not enter sensitive information in a shared copy.

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Your reusable working template 2/2

Milestones: decision/question, output and acceptance evidence

Buyer and seller responsibilities plus dependencies

Target dates and status: proposed / agreed / blocked / complete

Last verification, corrections and next review

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Completed hypothetical example 1/2

Opportunity and next buyer decision

Factory considering a maintenance analytics pilot; next decision is whether the evaluation is feasible and worth funding.

Decision roles, named people and how the role was verified

Maintenance manager:problem owner confirmed directly. Operations, IT,finance and procurement roles require direct confirmation rather than inference from titles.

Each participant's stated priority and concern

Maintenance:failure detection; operations:measurement without disruption; IT:data access risk; finance:full costs. These are illustrative priorities to verify.

Evidence required and the person who can approve it

Operations checks baseline and avoidable events; IT reviews data flow; finance checks costs and timing; authorized buyer confirms approval route.

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Completed hypothetical example 2/2

Milestones: decision/question, output and acceptance evidence

Confirm evaluation scope → check technical feasibility → decide pilot funding → complete commercial approval. Completion requires the relevant buyer approval, not seller document delivery.

Buyer and seller responsibilities plus dependencies

Buyer coordinates reviewers; seller provides scoped inputs and technical details. Data review precedes data transfer; funding decision precedes commercial approval.

Target dates and status: proposed / agreed / blocked / complete

All dates remain proposed until buyer agreement; if IT review is blocked, update dependent milestones rather than preserve an unsupported signing date.

Last verification, corrections and next review

Mark information confirmed directly / reported by another person / unverified; ask buyer to correct the shared plan and set the next review together.

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