

# Community and School Composting Harvest and Use Planner - Prepare Finished Compost

Community and School Composting | Prepare Finished Compost | Asset ID COMP-24-09-08

**Purpose:** This original printable harvest and use planner helps home composters, gardeners, schools and community projects work with community and school composting while pursuing one defined outcome: separate curing, screening and storage from active processing. Its method is to review readiness, test cautiously and retain a labelled record. Use the pages as a working record, not as a substitute for local accepted-material rules, current safety guidance and qualified horticultural or environmental advice where those are needed.

## Resource Map

The subject focus is to define ownership, safe participation and a simple routine for shared systems. The six working areas below define the scope for this specific resource. Complete only the rows that matter to the present observation cycle, and date any observation that may change.

| # | Working area           | Current evidence                | Next check |
|---|------------------------|---------------------------------|------------|
| 1 | Participant Roles      | Known / estimated / not checked | _____      |
| 2 | Accepted-Material Sign | Known / estimated / not checked | _____      |
| 3 | Supervision            | Known / estimated / not checked | _____      |
| 4 | Tool Hygiene           | Known / estimated / not checked | _____      |
| 5 | Holiday Coverage       | Known / estimated / not checked | _____      |
| 6 | Incident Contact       | Known / estimated / not checked | _____      |

## Scenario and Facilitation Starting Brief

- Frame: Which evidence separates incident contact from participant roles in this case? Frame a bounded scenario with a clear success measure.
- Assign: How does accepted-material sign change the interpretation of supervision? Assign roles, resources and stop conditions.
- Run: What boundary on tool hygiene must be checked before relying on holiday coverage? Run the scenario without adding hidden rules.
- Capture: Which observation links participant roles to tool hygiene, and what remains uncertain? Capture decisions, timing and exceptions.
- Debrief: What alternative explanation could account for both supervision and incident contact? Debrief actions with evidence and balanced participation.
- Edition success means: label the finished material and intended use

## Harvest and Use Planner

This format is designed to confirm maturity, screening, storage and intended application. For community and school composting, apply the method in a deliberate sequence: review readiness, test cautiously and retain a labelled record. The edition target is prepare finished compost, so each entry should show what was noticed, what was tried and what changed.

| Working step               | What to record                                                                                      | Evidence or source    | Status         |
|----------------------------|-----------------------------------------------------------------------------------------------------|-----------------------|----------------|
| Frame Incident Contact     | Which evidence separates incident contact from participant roles in this case?                      | Scenario brief / date | Open / checked |
| Assign Participant Roles   | How does accepted-material sign change the interpretation of supervision?                           | Role map / date       | Open / checked |
| Run Accepted-Material Sign | What boundary on tool hygiene must be checked before relying on holiday coverage?                   | Scenario run / date   | Open / checked |
| Capture Supervision        | Which observation links participant roles to tool hygiene, and what remains uncertain?              | Event record / date   | Open / checked |
| Debrief Tool Hygiene       | What alternative explanation could account for both supervision and incident contact?               | Debrief / date        | Open / checked |
| Transfer Holiday Coverage  | What next check on holiday coverage would make the record about accepted-material sign more useful? | Transfer plan / date  | Open / checked |

### Completion Standard

- Keep the work tied to community and school composting, not to a vague general intention.
- Apply this adjustment: check maturity cautiously and keep oversized material traceable
- Which decision from the scenario should change the next real attempt?
- Expose this outcome risk if it appears: the scenario lacks a boundary.
- Use original notes and explanations; quote only when necessary, lawful and properly attributed.
- Ask a experienced composter, horticulture professional or local authority contact to challenge one material assumption where appropriate.
- Close with one decision and one follow-up rather than an unranked list of ideas.

### Working Note

Edition COMP-24-09-08 pairs harvest and use planner with the outcome 'Prepare Finished Compost'. That pairing is the boundary for this workbook: material that does not help that outcome belongs in a separate record.

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## Facilitation and Handover x Scenario and Facilitation Focused Practice Lab

This lab pairs a facilitation and handover method with a scenario and facilitation outcome lens. Work through the six actions to turn the subject focus - define ownership, safe participation and a simple routine for shared systems - into evidence for prepare finished compost. Preserve any gap that prevents a supported conclusion.

| # | Action                                     | Constraint                                                                                                                                            | Record                       |
|---|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1 | Brief / Frame supervision                  | Which evidence separates incident contact from participant roles in this case? Frame a bounded scenario with a clear success measure.                 | Brief / Scenario brief       |
| 2 | Assign / Assign tool hygiene               | How does accepted-material sign change the interpretation of supervision? Assign roles, resources and stop conditions.                                | Roles / Role map             |
| 3 | Demonstrate / Run holiday coverage         | What boundary on tool hygiene must be checked before relying on holiday coverage? Run the scenario without adding hidden rules.                       | Demonstration / Scenario run |
| 4 | Monitor / Capture incident contact         | Which observation links participant roles to tool hygiene, and what remains uncertain? Capture decisions, timing and exceptions.                      | Observation / Event record   |
| 5 | Resolve / Debrief participant roles        | What alternative explanation could account for both supervision and incident contact? Debrief actions with evidence and balanced participation.       | Resolution / Debrief         |
| 6 | Handover / Transfer accepted-material sign | What next check on holiday coverage would make the record about accepted-material sign more useful? Transfer the learning into the next owned action. | Handover / Transfer plan     |

### Common Failure Modes

- For supervision, watch for the purpose is misunderstood together with the scenario lacks a boundary.
- For tool hygiene, watch for a role has no owner together with roles or stop conditions are unclear.
- For holiday coverage, watch for the demonstration skips a critical step together with hidden rules appear during the run.
- For incident contact, watch for a stop condition is missed together with only the final result is captured.
- For participant roles, watch for an exception has no route together with the debrief becomes blame.

### Independent Review Question

Format question: Can the receiving person explain and perform the critical routine without hidden assumptions? Outcome question: Which decision from the scenario should change the next real attempt? Ask a experienced composter, horticulture professional or local authority contact where appropriate, then answer before the next observation cycle:

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## Compost Observation Plan for Prepare Finished Compost

Use one defined observation cycle to test the outcome rather than attempting every possible task. This edition pairs facilitation and handover with scenario and facilitation to pursue this objective: separate curing, screening and storage from active processing. Preserve the starting condition and both evidence trails.

| Plan field               | Entry                                                           |
|--------------------------|-----------------------------------------------------------------|
| Purpose                  | Prepare Finished Compost                                        |
| Starting condition       | _____                                                           |
| Chosen working area      | _____                                                           |
| Event record             | check maturity cautiously and keep oversized material traceable |
| Evidence to capture      | _____                                                           |
| Stop or review condition | _____                                                           |

### Observation and Follow-up Cycle

| Stage        | Action                                                                                                                               | Evidence                     |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Start        | Which evidence separates incident contact from participant roles in this case? Brief the purpose, limits and stop conditions.        | Brief / Scenario brief       |
| First action | How does accepted-material sign change the interpretation of supervision? Assign roles and communication routes.                     | Roles / Role map             |
| Next check   | What boundary on tool hygiene must be checked before relying on holiday coverage? Demonstrate the critical routine.                  | Demonstration / Scenario run |
| Follow-up    | Which observation links participant roles to tool hygiene, and what remains uncertain? Observe one supervised cycle.                 | Observation / Event record   |
| Trend review | What alternative explanation could account for both supervision and incident contact? Resolve questions and exceptions.              | Resolution / Debrief         |
| Close-out    | What next check on holiday coverage would make the record about accepted-material sign more useful? Confirm ownership and follow-up. | Handover / Transfer plan     |

### Handover Checkpoint Log

| Handover Checkpoint | Condition      | Observation | Decision              |
|---------------------|----------------|-------------|-----------------------|
| 1                   | Same / changed | _____       | Keep / change / check |
| 2                   | Same / changed | _____       | Keep / change / check |
| 3                   | Same / changed | _____       | Keep / change / check |
| 4                   | Same / changed | _____       | Keep / change / check |
| 5                   | Same / changed | _____       | Keep / change / check |

## Handover Readiness Review - Scenario and Facilitation Lens

This comparison tests community and school composting against prepare finished compost through two independent questions. Format: Can the receiving person explain and perform the critical routine without hidden assumptions? Outcome: Which decision from the scenario should change the next real attempt? Record material setting differences instead of averaging them away.

| Evidence area          | Baseline | Alternative | Interpretation prompt                                                                               |
|------------------------|----------|-------------|-----------------------------------------------------------------------------------------------------|
| Tool Hygiene           | _____    | _____       | Which evidence separates incident contact from participant roles in this case?                      |
| Holiday Coverage       | _____    | _____       | How does accepted-material sign change the interpretation of supervision?                           |
| Incident Contact       | _____    | _____       | What boundary on tool hygiene must be checked before relying on holiday coverage?                   |
| Participant Roles      | _____    | _____       | Which observation links participant roles to tool hygiene, and what remains uncertain?              |
| Accepted-Material Sign | _____    | _____       | What alternative explanation could account for both supervision and incident contact?               |
| Supervision            | _____    | _____       | What next check on holiday coverage would make the record about accepted-material sign more useful? |

### Format Decision Test

| Field                          | Record                                                                                        |
|--------------------------------|-----------------------------------------------------------------------------------------------|
| Review question                | Can the receiving person explain and perform the critical routine without hidden assumptions? |
| Outcome question               | Which decision from the scenario should change the next real attempt?                         |
| Acceptance lens                | label the finished material and intended use                                                  |
| Conditions held steady         | _____                                                                                         |
| Evidence supporting the choice | _____                                                                                         |
| Evidence against the choice    | _____                                                                                         |

### Facilitation and Handover Confidence Check

- Scenario brief: what was actually seen, heard, measured or read?
- Format evidence: which record best demonstrates routines demonstrated?
- Outcome evidence: which record best demonstrates scenarios framed?
- Challenge: could only the final result is captured explain the result?
- Subject boundary: what does this comparison leave unresolved about incident contact?

## Facilitation and Handover x Scenario and Facilitation Scenario Cards

Use these paired scenarios to rehearse judgement for prepare finished compost. Each card joins a facilitation and handover failure mode to an outcome-specific risk. State what remains open and which evidence named in the final column should be collected next.

| # | Situation                                                  | Review question                                                                                     | Decision       |
|---|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------|
| 1 | Incident Contact: the demonstration skips a critical step. | Which evidence separates incident contact from participant roles in this case?                      | Scenario brief |
| 2 | Participant Roles: a stop condition is missed.             | How does accepted-material sign change the interpretation of supervision?                           | Role map       |
| 3 | Accepted-Material Sign: an exception has no route.         | What boundary on tool hygiene must be checked before relying on holiday coverage?                   | Scenario run   |
| 4 | Supervision: follow-up ownership is unclear.               | Which observation links participant roles to tool hygiene, and what remains uncertain?              | Event record   |
| 5 | Tool Hygiene: the purpose is misunderstood.                | What alternative explanation could account for both supervision and incident contact?               | Debrief        |
| 6 | Holiday Coverage: a role has no owner.                     | What next check on holiday coverage would make the record about accepted-material sign more useful? | Transfer plan  |

### Decision Record

| Field                  | Notes                                                                 |
|------------------------|-----------------------------------------------------------------------|
| Chosen format scenario | _____                                                                 |
| Outcome lens           | Which decision from the scenario should change the next real attempt? |
| Evidence available     | _____                                                                 |
| Evidence missing       | _____                                                                 |
| Controlled next step   | _____                                                                 |
| Person / review date   | _____                                                                 |

## Eight Facilitation and Handover and Scenario and Facilitation Evidence Tracker

Track prepare finished compost across eight observation checks using the facilitation and handover method and the scenario and facilitation outcome lens. Keep conditions visible and use this review question: Which decision from the scenario should change the next real attempt?

| # | Focus                  | Condition | Result | Next action |
|---|------------------------|-----------|--------|-------------|
| 1 | Holiday Coverage       | _____     | _____  | _____       |
| 2 | Incident Contact       | _____     | _____  | _____       |
| 3 | Participant Roles      | _____     | _____  | _____       |
| 4 | Accepted-Material Sign | _____     | _____  | _____       |
| 5 | Supervision            | _____     | _____  | _____       |
| 6 | Tool Hygiene           | _____     | _____  | _____       |
| 7 | Holiday Coverage       | _____     | _____  | _____       |
| 8 | Incident Contact       | _____     | _____  | _____       |

### Facilitation and Handover Evidence Dashboard

| Measure                                                      | Baseline | Current | Evidence location |
|--------------------------------------------------------------|----------|---------|-------------------|
| Participant Roles: People Briefed / Scenarios Framed         | _____    | _____   | _____             |
| Accepted-Material Sign: Roles Accepted / Roles Assigned      | _____    | _____   | _____             |
| Supervision: Routines Demonstrated / Runs Completed          | _____    | _____   | _____             |
| Tool Hygiene: Cycles Observed / Events Captured              | _____    | _____   | _____             |
| Holiday Coverage: Exceptions Resolved / Debriefs Evidenced   | _____    | _____   | _____             |
| Incident Contact: Handovers Confirmed / Learning Transferred | _____    | _____   | _____             |

### Interpret the Trend

- I kept the scenario rules and success measure visible throughout the run.
- I converted the debrief into a specific action with an owner.
- Keep the method only when the evidence for prepare finished compost improves without hiding only the final result is captured.
- What boundary on tool hygiene must be checked before relying on holiday coverage?
- Use a experienced composter, horticulture professional or local authority contact when the evidence crosses a safety, rights, health or authority boundary.

## Facilitation and Handover x Scenario and Facilitation Next Step Plan

Finish by turning the paired format and outcome record into one owned action. For this harvest and use planner, the intended result was prepare finished compost; the outcome test is: Which decision from the scenario should change the next real attempt? The close-out standard remains: label the finished material and intended use.

| Close-out field      | Record                             |
|----------------------|------------------------------------|
| Most useful evidence | _____                              |
| Important limitation | _____                              |
| Decision             | Keep / adapt / pause / seek review |
| Next action          | _____                              |
| Owner and date       | _____                              |
| Evidence location    | _____                              |

### Completion Review

- Subject check: Which evidence separates incident contact from participant roles in this case?
- Subject check: How does accepted-material sign change the interpretation of supervision?
- Format check: I confirmed understanding through demonstration or teach-back.
- Outcome check: I kept the scenario rules and success measure visible throughout the run.
- I recorded weather, recent inputs and the time between observation and follow-up.
- I made no sanitation, pathogen-destruction or crop-safety claim from temperature alone.

### Originality and Responsible Use

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