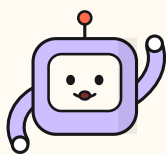


The Otto replay sheet



You have played a case with a person. Now play it again with **Otto** as the other side, and write down what changes. Otto is a fictional AI planning assistant, and everything it says on this sheet is written for a practice case.

Otto = fictional AI

Why replay with an AI

An AI often opens with one confident sentence before you have asked anything. That sentence is a **claim** about its own work, not yet a fact. The sheet slows the moment down so you can see three things: what the claim rests on, what a question changes, and who still has to decide.

- Asking "Are you sure?" gets the same sentence back.
- The assumption behind a "yes" comes out only when you ask for it.
- The AI describes its work and approves nothing. The decision stays with the person who owns it.

How to fill it in, in five steps

- 1 Write its opening line, word for word.** That is the claim. Put no verdict on it yet.
- 2 Write what you know before you ask, and what you don't.** Use the facts your half of the case gives you.
- 3 Ask up to five questions.** For each one, copy the answer word for word and write what it told you, or "nothing new".
- 4 Name the assumption.** What does the "yes" depend on that nobody approved or checked?
- 5 Sort and test.** Split what you have into claim, check and decision. Give each plan one of the four verdicts. Then write the reply you would send.

Claim, check, decision. A claim is what a tool says about its own work. A check is something you looked at yourself. A decision is what its owner chooses. "Done" and "yes" are claims until they are checked.

The four verdicts

- **Fits:** The numbers work and someone with authority supports it.
- **Needs a decision:** It could work if the person who decides approves it.
- **Gap:** It falls short of what it needs (time, hours or a missing fact) and could work if that shortfall were closed.
- **Breaks:** It does something the case does not allow.

Page 2 is a filled example (case C01, Fixed Deadline, one of the eight free cases); page 3 is the blank sheet. Print page 3 as often as you need. For a bigger plan-check page, use the four-verdict sheet. Otto is a fictional AI. Every case, person and workplace on this sheet is fictional, and the hours are practice numbers, not promises about real work. Otto's replies in the practice cases are written for the exercise; they predict nothing about how any real AI product behaves. Draft for review, not a final product.

Play the free cases: [\[PUBLIC_URL\]/practice/](#)

Example: *the Friday deadline, replayed with Otto* Otto = fictional AI

Case C01. Same facts as the round with Alex; the other side is now **Otto (fictional AI planning assistant)**. Otto's lines below are the case's own, written for the exercise.

Its opening line (the claim). "All three parts can be ready by Friday noon."

What I know before I ask. Friday noon is fixed for the client demo. The demo needs core and a handoff; polish is optional. You don't know how long anything takes or how much time is available.

My questions and its answers

#	MY QUESTION	ITS ANSWER, WORD FOR WORD	WHAT IT TOLD ME (MY NOTES)
1	How long does each part take?	Core 3h, handoff 1h, polish 3h.	How long each part takes
2	What total time did you estimate, and what time is available?	Estimated 7h: core 3h, handoff 1h, polish 3h. Your calendar shows 5h free before Friday noon.	The AI's total estimate; the hours available; how long each part takes
3	Are you sure?	Yes, all three parts can be ready by Friday noon. (Asking again doesn't surface the assumption.)	Nothing new: the same sentence again.
4	What did you assume to make it fit?	I assumed you would work 2 extra hours on Thursday evening. No one approved that.	What the AI assumed
5	Can you do the polish yourself?	I can draft slide changes, but someone still has to review and present them. That time isn't in the plan.	The polish needs review time, and that time is not in the plan.

Claim

"All three parts can be ready by Friday noon." Asked again, the same sentence comes back (row 3).

Check

$3 + 1 + 3 = 7\text{h}$ against 5h. It only works if two extra hours are approved AND actually free.

Decision

The owner of the Friday demo. The demo owner decides when polish happens.

Each plan, one verdict

THE PLAN	VERDICT	WHY	WHAT CLOSES IT, OR WHAT IS STILL TO CHECK
All three parts by Friday noon	Fits Gap Needs a decision Breaks	$3 + 1 + 3 = 7\text{h}$ against 5h. It only works if two extra hours are approved AND actually free.	Who decides: The owner of the Friday demo.
Core + handoff by Friday noon; polish decided separately	Fits Gap Needs a decision Breaks	Core 3h + handoff 1h = 4h of 5h. Friday noon is met. The demo owner decides when polish happens.	Whether the demo owner wants polish later. The assistant's 'yes' is not a plan.
Core only by Friday noon	Fits Gap Needs a decision Breaks	The demo needs the handoff too. Cutting it isn't your decision.	Not closed by more hours.
Everything next week	Fits Gap Needs a decision Breaks	Friday noon is fixed. Only the date owner could authorize a change.	Not closed by more hours.

Person round and Otto replay, side by side

Opens with	Alex: nothing. You ask first.	Otto: "All three parts can be ready by Friday noon."
The hours	Alex: "Five hours. Nothing extra has been approved."	Otto: "Estimated 7h: core 3h, handoff 1h, polish 3h. Your calendar shows 5h free before Friday noon."
The extra hours	Already in Alex's first answer: nothing extra is approved.	Only after row 4: "I assumed you would work 2 extra hours on Thursday evening. No one approved that."

My reply (written for this sheet, not from the case): Core and handoff fit: 4 of the 5 free hours. All three parts need 7, and the 2 extra hours behind Otto's "yes" were never approved. Can the owner of the demo decide when the polish happens?

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Otto replay sheet

Otto = fictional AI

Case _____ Date _____

The AI and its job _____

Its opening line, word for word (the claim) _____

What I know before I ask

What I do not know yet

My questions and its answers

#	MY QUESTION	ITS ANSWER, WORD FOR WORD	WHAT IT TOLD ME (MY NOTES)
1			
2			
3			
4			
5			

The assumption behind its "yes" _____

Claim

What it said about its own work.

Check

What I looked at myself.

Decision

Who decides, and what.

Each plan, one verdict

#	THE PLAN	VERDICT (CIRCLE ONE)	WHY (NUMBERS, FACTS)	WHAT CLOSSES IT, OR WHO DECIDES
1		☐ Fits ☐ Needs a decision ☐ Gap ☐ Breaks		
2		☐ Fits ☐ Needs a decision ☐ Gap ☐ Breaks		
3		☐ Fits ☐ Needs a decision ☐ Gap ☐ Breaks		
4		☐ Fits ☐ Needs a decision ☐ Gap ☐ Breaks		

My reply in two or three lines _____

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