What to review before extending an onboarding pilot Write the 900-word Blog Post specified by this content brief, for operations managers deciding whether to extend a limited pilot. This is a

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What to Review Before Extending an Onboarding Pilot

Introduction

Before extending an onboarding pilot, separate what the pilot measured from what decision-makers still need to know. This guide helps operations managers assess the available results, identify evidence gaps, and choose a proportionate next step. The decision skill level is operational review: you do not need to treat a small pilot as proof of business-wide impact. Start with the supplied pilot record, then check whether an extension would answer a specific unresolved question. The goal is a sound evidence review-not a claim that the onboarding checklist has been proven effective.

Context and decision

The decision is whether to extend a limited onboarding pilot, not whether to authorize a company-wide rollout. PILOT-01 describes a four-week pilot with 24 volunteers. All received the new checklist, and there was no comparison group. No company-wide rollout is authorized.

That context sets the limits of the decision. The pilot can describe what happened for this volunteer cohort during the four weeks. It cannot, on the supplied evidence, show what would have happened without the checklist or establish whether the same result applies to non-volunteers. An extension may be useful if it is designed to address a named evidence gap, but extending the same observation without clarifying the question may leave key uncertainties unresolved.

Before deciding, confirm the proposed scope, the operational question, and what evidence would change the decision. Keep any proposed extension distinct from a rollout: the supplied record does not authorize company-wide implementation. For the editorial handoff, check that the summary accurately reflects its content brief using Check a draft against its brief. To inspect the supplied evidence, Review the source pack before extending the pilot.

Observed results

PILOT-02 reports that the same cohort submitted 30 support requests in week one and 18 in week four. These are counts of requests, not people. The descriptive change is:

30 requests − 18 requests = 12 fewer requests.

Relative to the week-one count, the calculation is:

(12 requests ÷ 30 requests) × 100 = 40% decrease.

These figures describe the observed request counts in those weeks. They do not establish why the counts changed. Exposure and task mix were not controlled, and the pilot had no comparison group. Therefore, present the 12-request decrease and 40% relative decrease as descriptive results, not as an effect caused by the checklist.

Reference	Supplied information	What it supports
PILOT-01	24 volunteers; four weeks; all received the new checklist; no comparison group; no company-wide rollout authorized.	Pilot scope and design.
PILOT-02	Same cohort submitted 30 requests in week one and 18 in week four; exposure and task mix uncontrolled.	Descriptive request-count comparison only.
PILOT-03	Several outcome areas and results beyond week four remain unmeasured.	Evidence gaps for the decision.

Limits and unresolved evidence

PILOT-03 identifies important unmeasured areas: time-to-productivity, completion quality, costs, non-volunteer outcomes, seasonality, and results after week four. Without these measures, the supplied record does not establish whether onboarding became faster, whether work quality changed, what the pilot cost, or whether the observed request pattern lasted.

The request counts also need careful interpretation. They are not counts of employees, and the brief does not say that exposure or task mix stayed constant. A change in either could affect the week-to-week comparison. No comparison group was used, so the record cannot distinguish the checklist's contribution from other possible explanations. Those explanations are unresolved; they should not be presented as findings.

> **CAUTION:**
> Do not describe the 40% decrease as a proven reduction caused by the checklist. Do not generalize results from 24 volunteers to non-volunteers or a company-wide rollout.

These limits do not make the observations unusable. They define what the observations can support and what a further review would need to measure.

Options

Choose an option based on the decision you need to make and the evidence still missing:

1. **Do not extend.** If the current record is insufficient for the decision and no specific question can be answered by further observation, document the uncertainty. This does not establish that the checklist is ineffective; it means the supplied evidence does not resolve the decision.
2. **Consider a bounded extension.** First specify which gap it will address, such as time-to-productivity, completion quality, costs, outcomes for non-volunteers, seasonality, or results after week four. Identify the measures and review period before collecting more information. An extension is not authorization for a company-wide rollout.
3. **Clarify the comparison needed.** If decision-makers need to assess whether the checklist contributed to a change, define what comparison would help address that question. The current pilot has no comparison group, so simply repeating its existing approach would not remove that limitation.

In each case, keep observed results separate from explanations and state what remains unknown. Do not promise a particular outcome from a proposed extension.

Review checklist

Before recommending an extension, work through this evidence-review checklist:

1. **Confirm scope:** Is the proposal limited to further pilot review, and does it avoid implying company-wide authorization?
2. **Verify the record:** Does the summary retain the 24-volunteer cohort, four-week period, checklist exposure for all participants, and absence of a comparison group?
3. **Check the arithmetic and units:** Are 30 and 18 described as support requests, with the 12-request and 40% calculations shown as descriptive?
4. **Separate finding from explanation:** Does the write-up avoid attributing the decrease to the checklist when causation is not established?
5. **Name the gaps:** Are all PILOT-03 measures and the uncontrolled exposure and task mix visible in the decision record?
6. **Set the decision test:** Does any proposed extension identify the unresolved question, measures, and review period before work begins?

If any answer is no, revise the evidence summary or clarify the proposed review before making the extension decision.

Conclusion

The pilot records a lower support-request count in week four than in week one, but it does not establish why. Review the scope, calculations, design limits, and unmeasured outcomes before deciding. Start with the checklist above and finish by confirming that every result is labeled as observed, every explanation remains qualified, and any extension has a defined evidence question.