

Access Review Worksheet

VERSION 0.1 / 21 OCT 2026 / COMPLETED EXAMPLE

Illustrative scenario: a community workshop coordinator compares two hypothetical AI services for drafting short event reminders. All numbers below are invented planning inputs, not observed prices, performance, or research findings.

01 People and task

Review owner and date

Workshop coordinator / 21 Oct 2026

Who needs access and what are they trying to do

A coordinator using an existing phone needs to draft 100 short workshop reminders per month. Each draft will be checked by a person before sending.

Options and fair comparison boundary

A: hypothetical pay-per-task service. B: hypothetical monthly subscription. Same 100 tasks and network assumptions; B is assumed to include those tasks. Compare one month in USD.

02 Access barriers

Record a practical limit and the next action for each dimension. Do not treat an unknown as a pass.

Dimension	Limit or unanswered question	Next action
Money	\$10 monthly budget; no new device allocation.	Confirm all fees and taxes before trial.
Data	Metered connection; assume 0.25 MB per task.	Measure actual transfer on target device.
Device	Existing phone; browser support untested.	Run a small compatibility check.
Language	English reminder drafts; comprehension untested.	Review wording with intended users.
Availability	Intermittent connection; uptime unknown.	Check error and retry behavior.

Inputs and evidence

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Use one currency and one monthly period. Record the source and date of each input. Leave unknown values marked unknown; use scenarios to test their effect.

03 Scenario inputs

Input	Symbol and unit	Option A	Option B
Budget	B / USD per month	\$10	\$10
Tasks	N / tasks per month	100	100
Pay per task	P / USD per task	\$0.02	\$0
Subscription	S / USD per month	\$0	\$8
Data per task	M / MB per task	0.25	0.25
Data price	D / USD per GB	\$2	\$2
Device allocation	F / USD per month	\$0	\$0
Included tasks	Subscription quota	Not applicable	At least 100 assumed
Other known costs	Name and monthly amount	None modeled	None modeled

Use decimal units: 1 GB = 1000 MB. A device allocation is a monthly share you choose, not a claim that an existing device is free. Add taxes, retries, overages, setup, and human review separately when relevant.

04 Assumptions and evidence register

Input or claim	Evidence or assumption	Source and date	How to check
All numeric inputs	Illustrative assumption	This example / 21 Oct 2026	Replace with dated provider terms and measured usage.
Task usefulness	Unknown	No observation / 21 Oct 2026	Review a sample against the criteria on page 3.
Latency and reliability	Unknown	No observation / 21 Oct 2026	Time trials on the target device and network.

Costs and usefulness

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05 Calculate the monthly scenario

Data cost = $N \times M / 1000 \times D$

Option A cost = $N \times P + \text{data cost} + F$

Option B cost = $S + \text{data cost} + F$

Budget remaining = $B - \text{option cost}$

These formulas cover one pay-per-task option and one subscription without overages. Calculate each option with its own inputs if they differ. Add any other known monthly costs to the relevant total. A negative remainder means the scenario exceeds the budget.

Calculated result	Option A	Option B
Data cost	\$0.05	\$0.05
Total monthly cost	\$2.05	\$8.05
Budget remaining	\$7.95	\$1.95
Within budget	Yes under assumptions	Yes under assumptions

What changes the decision

At 100 tasks, A is \$6.00 less per month. With equal shared costs, the two modeled service charges meet at 400 tasks (\$8 / \$0.02), provided B includes that many tasks. Actual prices, quotas, and transfer may differ.

06 Check usefulness before choosing

Set review criteria before a trial. Cost alone cannot establish quality, accessibility, latency, or safety.

Criterion	Proposed pass condition	Observed result
Useful output	Correct event details; no invented facts; easy to revise.	Not tested
Time and effort	Fits the coordinator's workflow after review.	Not tested
Access and recovery	Works on the target phone; retry does not lose work.	Not tested
Data handling	No private attendee data required for the task.	Not tested

Repeatable trial plan

Try both options on the same 10 fabricated event briefs, device, and network conditions. Record output errors, review time, total transfer, failures, and retries. Keep prompts and scoring criteria fixed; inspect every draft.

Decision and next review

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07 Risks and uncertainty

Risk or unknown	Why it matters	Next check and owner
Real data use may be higher.	The transfer estimate omits app overhead and retries.	Coordinator measures transfer during trial.
Subscription scope is assumed.	Quota or overages could change the comparison.	Coordinator verifies provider terms before trial.
Useful output is unmeasured.	Cheaper drafts could take more work to correct.	Coordinator scores a matched sample.

08 Make a bounded decision

Decision and evidence supporting it

Run a small comparison trial; do not choose a provider yet. The arithmetic supports testing A first under this example's assumptions, but no usefulness, latency, reliability, or privacy claim has been established.

Next action owner and review trigger

Coordinator prepares 10 fictional briefs and dated price records. Review after both options complete the trial, or sooner if the price, quota, device, or workflow changes.

What would reverse this decision

A fails the usefulness or access criteria; actual transfer or fees exhaust the budget; or verified subscription terms make B more suitable for the same task.

09 Keep the comparison repeatable

Review date	Changed input or evidence	Result and next decision
21 Oct 2026	Initial illustrative scenario; no trial results.	A \$2.05 / B \$8.05. Proceed only to a bounded trial.
After trial	Prices, transfer, usefulness, and failures to be recorded.	Pending; retain this baseline for comparison.

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