

## 1. Explain Task Details:

## 2. Set Expectations of Turnaround Time / Time Spent:

Due By:	How long to spend on this task (max):
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## 3. Set Expectations of End Result:

What must be true for this task to be complete?

1.
2.
3.
4.
5.

## 4. Ensure Accessibility:

Any platform or systems to access? If yes, share required information.

## 5. Set Expectations with Deliverable

(Check one.)

- Assess, research & report before taking action.
- Handle, but give regular updates.
- Handle, and just report final results.

## 6. On-track Criteria

What simple criteria will be used to measure if this is on or off track?



## Share your why:

Why is this task occurring? What is the bigger goal or project that it impacts?