

Work Design Blueprint

Title: _____

Responsibilities		
Broad areas of focus within your influence.		
1.	2.	3.
Tasks		
Defined parts of work within your responsibilities.		
1A.	2A.	3A.
1B.	2B.	3B.
1C.	2C.	3C.
Skills		
Abilities and knowledge necessary to do a task to fulfill the responsibility.		

+ Keep

- Handoff

*Learn