

Assignment Brief Template

Spend <15 minutes to complete this brief to align on key elements of an assignment or project to ensure that you, your manager or direct report, or team members are literally on the same page.

Objectives: What is the goal of the work, what problem are you trying to solve or what opportunity are you trying to go after?

- 1.
- 2.
- 3.

Musts / Executional Mandatories: What must the final output include in order to be approved?

- 1.
- 2.
- 3.

Decision Making Clarity:

RACI: Use the RACI framework to create clarity on who is Responsible (R), Accountable (A), who needs to be consulted with (C) and who needs to be informed (I). This is especially helpful to understand your role vs your manager or direct report's role.

Assignment Area	R = Responsible	A = Accountable	C = Consult	I = Inform
List Area / Description	Add name	Add name	Add name(s)	Add name(s)
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List Area / Description	Add name	Add name	Add name(s)	Add name(s)

Timeline: Outline key milestones (including checking in with your manager or other team members for input) and expected due date for the final deliverable

- Milestone #1 (and date):
- Milestone #2 (and date):
- Milestone #3 (and date):
- Final Deliverable (and date):

Other Considerations / Agreements: What else do you want to capture that is relevant to hitting the project objectives?

- 1.
- 2.
- 3.