

## Task Execution Process – Team Involvement

<b>The Process</b>	
Set out the deliverables	Know exactly what outcomes you want and when you want them by.
Know why you are doing it	Knowing where this task or action fits into the overall strategy helps to build commitment.
Get senior management endorsement	Having your boss and senior people onside will increase organisational commitment and help to prevent others from getting in the way.
Who's involved?	Invite people who will be able to contribute, who can free up the time and who want to be involved.
Make a start	Set out your broad plan. Invite comment and feedback. Think carefully about what you hear (or don't hear).
Resources required	Decide what you need and who will secure the resources.
Administering the task	It could be you. For more complex tasks think about appointing a really good administrator. For bigger projects think about a proven project manager.
Allocate tasks	Decide who will do what and when.
Step by step plan	Draw up a detailed, draft plan that sets out all the steps, with names and delivery dates attached. Listen to feedback and comments carefully, and adjust the plan as appropriate.
Commitment	Get final commitment from all.
Action	Do it!
Review	Check how you are doing regularly and frequently. Keep the review meetings short and punchy. Use a traffic light system to indicate progress against each item. Document agreed actions.
Adapt and adjust	Make changes as required, but only in the face of new facts.

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<b>Dos and Don'ts</b>	
Take responsibility	It's your task or project, so resolve to see it through with discipline and determination. Let it slip or fail and your reputation will take a big dent.
Be stretching	Be ambitious but realistic. You will sap morale if the goals are unachievable.
Expect the unexpected	Bad stuff will happen! Don't waste time huffing and puffing- face reality and deal with it.
Work with a sense of urgency	Keep injecting pace. Don't allow the task to degenerate into a country stroll. Resolve to do it, start and get it done quickly.
Be disciplined and thorough	'Ready, aim, fire', not 'ready, fire, aim'.
Avoid mission 'creep'	Stick with the original brief.
Don't be afraid to adjust the plan in the face of new facts	Changes must be based on new facts, not a lack of commitment or resolve.
Feedback	Keep talking to the team about how it's going.
Positive recognition	People will always respond well to recognition. Give plenty!
Resolve conflicts quickly	Sort out clashes and issues before they become a problem.
Remove those who cannot cope	Underperformers will sap morale. Your currency will diminish rapidly if you don't deal with them.
Reward the team quickly on completion	Don't wait! Praise, recognise and reward quickly. That way the team will be keen to work with you again.

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