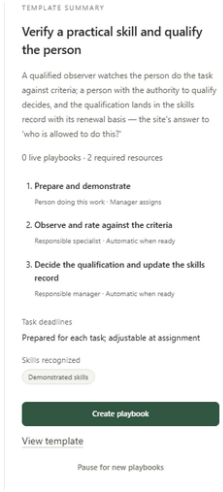
PREPARE AND PUBLISH A PLAYBOOK

Prepare a reusable playbook for the people who need it

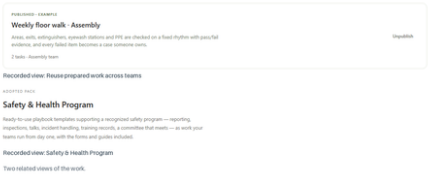
Bring the work objective, mode, tasks and resources together, choose availability groups, then save a draft or publish and make the relevant task assignments.

Choose mode; Describe objective > Review tasks and orchestration; Choose groups > Save draft or publish

SkillSmith · Separate demonstration, observation and qualification decisions



SkillSmith · Reuse a prepared playbook and its starting template pack



SkillSmith · Choose prepared work and its recipient — incident-response example



Separate demonstration, observation and qualification decisions

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

Who can use this product method

The method keeps the stated role and access scope. Your team confirms the people involved.

Your role	The contribution	SkillSmith support
Workspace administrator	Choose mode, Describe objective, Review tasks and orchestration, Choose groups and Save draft or publish	Use the method within the permitted scope for the selected information.

Choose task recipients after publishing

In a worked example, the playbook is published but nobody has been assigned a task; choose the relevant people and assignment separately.

WORKED DECISION

Decision point	Information to use	Responsible next step
Inputs to review	Work objective and Work mode	Choose mode.
Method action	Tasks, Resources and Availability groups	Describe objective and Review tasks and orchestration.
Result to inspect	Named reusable playbook, Bound materials and Group availability	Inspect the available result within the permitted scope.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Prepare and publish a playbook

Start with work objective and work mode. The steps below show the actions and information available for this method.

01 Choose mode; Describe objective

Start with work objective and work mode. Choose mode and Describe objective.

02 Review tasks and orchestration; Choose groups

Review tasks and orchestration and Choose groups with tasks, resources and availability groups in view.

03 Save draft or publish

Save draft or publish. The result includes named reusable playbook, bound materials and group availability.

Use the supporting product method

Review the available actions and the result within the method's stated scope.

Prepare and publish a playbook

Published work is available to eligible groups; no task is assigned by publication.

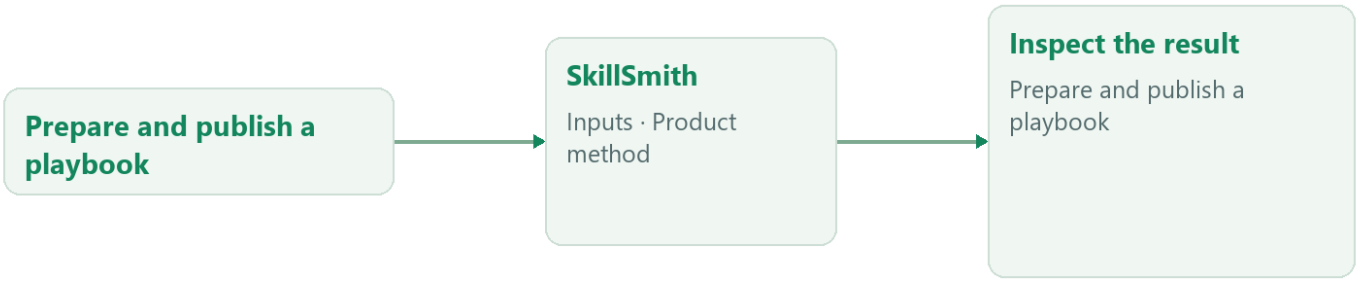
Prepare a reusable playbook for the people who need it

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Prepare and publish a playbook A team needs a reusable method	Named reusable playbook, Bound materials and Group availability.

YOUR DELIVERY PLAN / OUR TEAM

Set up a useful first example

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Choose the working inputs

Review work objective, work mode, tasks, resources and availability groups.

02 Agree who will use the method

Confirm the relevant people and their permitted scope: Workspace administrator.

03 Try the useful actions

Choose mode, Describe objective, Review tasks and orchestration, Choose groups and Save draft or publish.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What can we inspect after using this method?

The method provides named reusable playbook, bound materials and group availability. Published work is available to eligible groups; no task is assigned by publication.

Who uses this method?

The permitted roles are Workspace administrator. Confirm the people and their access for the selected example.

Which choices do we need to make first?

Review work objective, work mode, tasks, resources and availability groups. Use those choices to prepare the first example and its permitted scope.

What should be available when the prepared playbook is published?

The playbook is published but nobody has been assigned a task; choose the relevant people and assignment separately.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
Another team recreates a useful method from scratch.	Adapt a reusable playbook to the receiving group's resources and responsibilities.
People cannot see the method or evidence behind a decision.	Make methods, responsibilities and decision evidence visible for review.
Missing prerequisites are discovered after the work is assigned.	Make prerequisites and required resources visible in the prepared task plan.

Walk through this method with us

Bring one real example and the information needed for this method. We will walk through its actions, result and permitted scope.

- What should be available when the prepared playbook is published?
- The inputs and available actions
- The people and permitted scope
- The result to inspect

Request a demo

skillsmith.com/contact