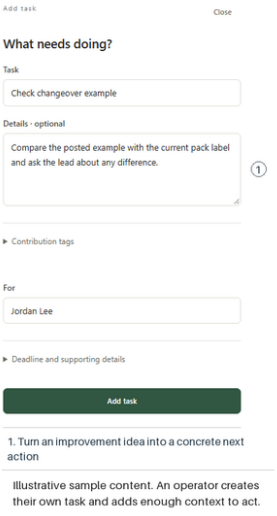
ADD, REPEAT OR DELEGATE A TASK

Add the extra action a particular work case needs

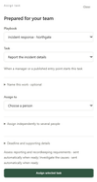
Attach a one-off follow-up to the existing case with a task description, recipient, optional resource and deadline.

Add ad hoc task; Repeat prepared work > Delegate permitted task; Attach follow-up

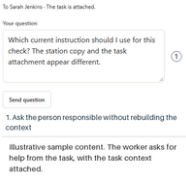
SkillSmith · Turn an improvement idea into a concrete next task



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



SkillSmith · Ask for help with the task attached



Turn an improvement idea into a concrete next task

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
Individual for own work; manager for authorized team	Add ad hoc task, Repeat prepared work, Delegate permitted task and Attach follow-up	Use the method within the permitted scope for the selected information.

Attach the action needed outside the sequence

In a worked example, the required action is outside the prepared sequence; add the specific follow-up with its context instead of silently rewriting the reusable method.

WORKED DECISION

Decision point	Information to use	Responsible next step
Inputs to review	Task description and Recipient	Add ad hoc task.
Method action	Optional resource, Deadline and Existing case	Repeat prepared work and Delegate permitted task.
Result to inspect	Task instance and Responsibility and case context	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

Add, repeat or delegate a task

Start with task description and recipient. The steps below show the actions and information available for this method.

01 Add ad hoc task; Repeat prepared work

Start with task description and recipient. Add ad hoc task and Repeat prepared work.

02 Delegate permitted task; Attach follow-up

Delegate permitted task and Attach follow-up. The result includes task instance and responsibility and case context.

Use the supporting product method

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

Add, repeat or delegate a task

The next responsible person and requested work are recorded.

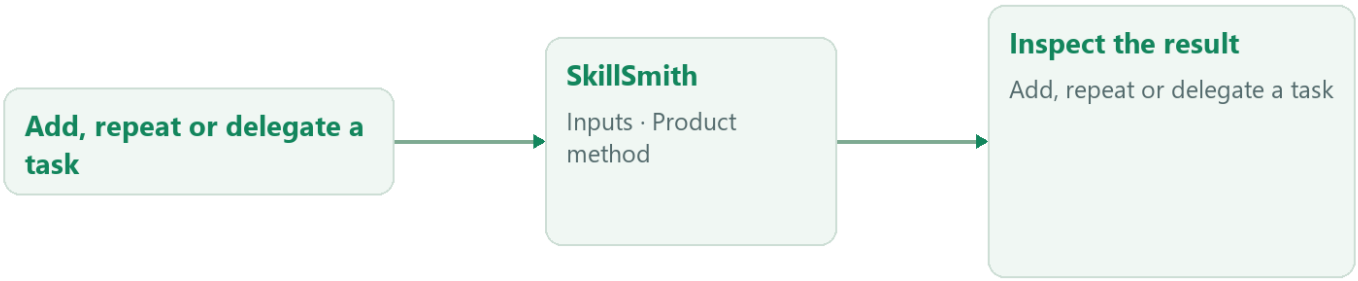
Add the extra action a particular work case needs

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



Add, repeat or delegate a task A specific work need arises	Task instance and Responsibility and case context.

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 task description, recipient, optional resource, deadline and existing case.

02 Agree who will use the method

Confirm the relevant people and their permitted scope: Individual for own work; manager for authorized team.

03 Try the useful actions

Add ad hoc task, Repeat prepared work, Delegate permitted task and Attach follow-up.

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 task instance and responsibility and case context. The next responsible person and requested work are recorded.

Who uses this method?

The permitted roles are Individual for own work; manager for authorized team. Confirm the people and their access for the selected example.

Which choices do we need to make first?

Review task description, recipient, optional resource, deadline and existing case. Use those choices to prepare the first example and its permitted scope.

Which extra action and recipient belong to this existing work case?

The required action is outside the prepared sequence; add the specific follow-up with its context instead of silently rewriting the reusable method.

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
A useful extra action waits outside the visible work.	Create an ad hoc task and access published resources within the person's permissions.
The next person receives an action without the preceding result.	Keep the preceding result attached when the next responsible person receives work.
Known case details are requested again at the next handoff.	Carry known context forward and show the decisions needed for this task.

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.

- Which extra action and recipient belong to this existing work case?
- The inputs and available actions
- The people and permitted scope
- The result to inspect

Request a demo

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