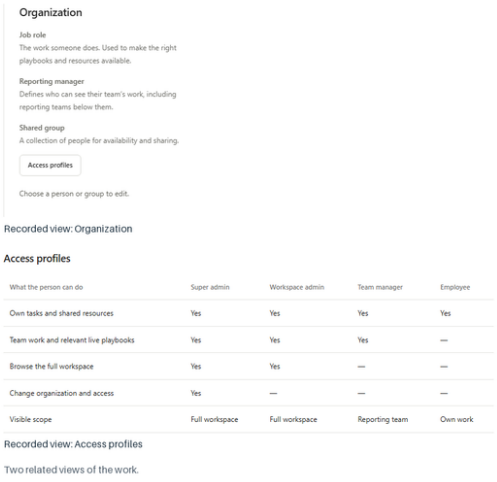
MAINTAIN ORGANIZATION AND AVAILABILITY GROUPS

Make work available to the group that needs it

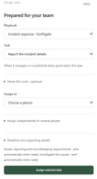
Review people, job roles, manager relationships and work-availability groups to maintain the intended audience for available work.

Inspect organization > Edit permitted reporting details > Maintain groups

SkillSmith · Keep work roles, reporting scope and access separate



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



SkillSmith · Choose the resource owner, collaborators and review date



Keep work roles, reporting scope and access separate

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
Super administrator; permitted readers	Inspect organization, Edit permitted reporting details and Maintain groups	Use the method within the permitted scope for the selected information.

Review the group alongside a manager change

In a worked example, a person's manager changes but the intended work-availability group does not; review those two records for their different purposes.

WORKED DECISION

Decision point	Information to use	Responsible next step
Inputs to review	People and Job roles	Inspect organization.
Method action	Manager relationships and Groups	Edit permitted reporting details and Maintain groups.
Result to inspect	Canonical organization and Scope and availability inputs	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

Maintain organization and availability groups

Start with people and job roles. The steps below show the actions and information available for this method.

01 Inspect organization

Start with people and job roles. Inspect organization.

02 Edit permitted reporting details

Edit permitted reporting details with manager relationships and groups in view.

03 Maintain groups

Maintain groups. The result includes canonical organization and scope and availability inputs.

Use the supporting product method

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

Maintain organization and availability groups

Reporting and groups are recorded for separate purposes.

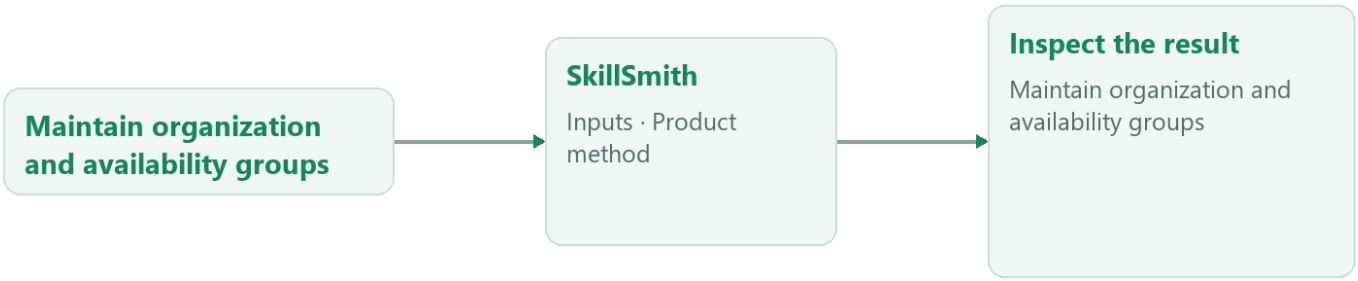
Make work available to the group that needs it

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



Maintain organization and availability groups Reporting or membership changes	Canonical organization and Scope and availability inputs.

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 people, job roles, manager relationships and groups.

02 Agree who will use the method

Confirm the relevant people and their permitted scope: Super administrator; permitted readers.

03 Try the useful actions

Inspect organization, Edit permitted reporting details and Maintain groups.

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 canonical organization and scope and availability inputs. Reporting and groups are recorded for separate purposes.

Who uses this method?

The permitted roles are Super administrator; permitted readers. Confirm the people and their access for the selected example.

Which choices do we need to make first?

Review people, job roles, manager relationships and groups. Use those choices to prepare the first example and its permitted scope.

Which group should make this work available, and who belongs in it?

A person's manager changes but the intended work-availability group does not; review those two records for their different purposes.

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 job label or group membership is treated as every kind of access.	Separate reporting scope, playbook availability, published use and collaboration permissions.
Useful working knowledge remains in an unowned draft.	Build, review and reuse resources with owners, versions and collaboration.

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 group should make this work available, and who belongs in it?
- The inputs and available actions
- The people and permitted scope
- The result to inspect

Request a demo

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