

TASK OUTLINER

Title of Task: Creating Business Checklists

Doer: Project Manager
(first word should end in "-ing")
(title of task-doer)

Trigger: A new task becomes frequent Target: A new checklist is in the binder

Lead-In Phrase: When a new task becomes a frequent occurrence, the Project Manager

#	SPECIAL CONDITIONS (IF ANY)	
	VERB	DESCRIPTION OF ACTION

1	Prints	off the Task Outliner Worksheet
2	Fills	in the top form
3	Writes	the action steps, beginning with a verb
4	Adds	numbers to arrange chronologically
5	Tests	the checklist for accuracy/order
6a	If the checklist needs more details Adds in missing details	
6b	If the order is incorrect Adjusts the order of the actions	
6c	If changes made Repeats step 5 above	
7	Types	the checklist in the correct format
8	Saves	a digital copy in systems folder
9	Prints	the final checklist
10	Adds	the printed checklist to systems binder