READY-TO-USE TEMPLATE

Skills and Coverage Without the Labels

A task-based coverage map with evidence, learning choices, and supported next steps.

45 minutes | Team capability and backup planning

Use the supplied wording as it is, or change it together. The Word file and Notion template are editable. Keep only notes you need.

Set the scope together

Choose important tasks, not broad judgments about people. Explain who will see this map and how it will be used.

We are mapping [critical work] to improve support, learning, and backup coverage. We are not ranking people or inferring potential. Each person can correct the record. Keep sensitive personal information elsewhere.

Map one task at a time

Copy this entry for each important task. Use demonstrated experience and agreed support needs.

Task and why it matters:
Primary person or role:
Recent example of doing this work:
Backup person and their agreement:
Support needed to do it safely and well:
Access or authorization required:
Coverage gap and effect if unavailable:

Notes and changes for our situation

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WORKING AGENDA / CONTINUED

Invite learning interests

Ask rather than assign an aspiration. Make participation and workload implications visible.

Which task would you like to learn, deepen, or step back from?
What would make practice possible?
Who could support it, and do they have time?
What existing work would we reduce to make room?

Plan supported practice

A course completed is not the same as being ready to work independently. Agree the evidence with the person.

Task to practice:
Observer or coach:
Protected time:
A real, bounded practice opportunity:
Quality or safety checks:
What would show readiness for the agreed scope:
Who confirms authorization if required:

Notes and changes for our situation

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WORKING AGENDA / CONTINUED

Resolve the most important gap

Look for single points of failure and unsustainable dependence. Choose a practical response.

Highest-priority coverage gap:
Immediate support or contingency:
Longer-term learning or staffing action:
Owner and resources:
Review date:
What risk remains and who needs to know:

Keep the map revisable

Review after practice, role changes, or a real absence. Let people change stale claims.

What can we now support that we could not before?
Which record is out of date?
Where is the load still concentrated?
What did the people doing the work learn?
Next update date and owner:

The thinking behind it

Capability grows through access, opportunity, feedback, and time to practice. A map should help distribute those conditions, not make unequal opportunities look like fixed personal differences.

Read You Have a Culture Problem by Nic Payne

Keep the useful part

A shared record, not a transcript. Agree what belongs here and what should stay private.

Date / people / purpose

What we agreed

Next step / owner / support / date

What remains open

When we will return to it

Who has had fewer chances to demonstrate a capability we say we value?