For	Management	LISE
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Task to be completed	Why this task is performed /expected result	Resources/tools used to accomplish the task. Include reports used (obtained from whom/where/when) and persons contacted.	When task needs to be started and completed/ expected length of time to complete	Where/to whom the results of the task go	How to resolve unusual situations, and the frequency of their occurrence	Decision- making considerations; review or approvals needed (by whom and how this is accomplished)	Special skills, competencies, or knowledge needed to perform this task	Criticality of task: is it essential, important, or could it be modified or eliminated?	Who else performs this or similar tasks? Who has the capacity? What can be offloaded to balance work? What training is needed?