

## Template: Task Briefing

**Goals**

What are the specific and measurable goal(s), accomplishment(s) and/or project(s) that are to be achieved/completed?

**Actions or Steps**

What steps or actions need to be taken in order to achieve this goal or finish the project?

**Resources Needed**

What resources are required to achieve the goal/project?

**Monitoring**

How (video, email) and with what frequency (daily, weekly) will task monitoring take place?

**Challenges**

What challenges or issues do you anticipate that could affect achieving your goal or project?

**Deadlines and Milestones**

What is the due date for the goal or project? Are there intermediate milestones with specific deadlines?