

Team capability map

WHEN	REVIEWED BY	NEXT REVIEW
TEAM	DATE	OWNER

1 Who can do what

read it by column, not by person

PERSON	CAPABILITY	CAPABILITY	CAPABILITY	CAPABILITY

READ THE COVERAGE ROW • COUNT OF PEOPLE AT LEVEL 2 OR 3

Coverage of 0 is work nobody can currently do. Usually discovered after somebody leaves.

Coverage of 1 is a person who cannot take leave. This is the number the map exists to find.

Coverage of 2 is the working definition of covered.

Close two gaps a quarter. Pair a 3 with a 0 or 1, and prove it with an absence.

Levels: 0 cannot do it • 1 with help • 2 alone • 3 can teach it. Columns are things the business needs done, not skills people have. The honest test for a 2: could they do it correctly this week without asking anyone? This is not a performance tool and must never be used as one.