Accountability Brief

The goal with accountability is to ensure everyone knows what is expected of them. When accountability is clear, it provides employees with the structure and security to perform at a higher level. Employees understand what high quality work looks like and work towards it.

Use this framework to get clear in your head what to say to your direct reports about a new project/task that you want them to work on. Then, during your briefing conversation with them talk through each item and allow them to express what they feel or what they want. This important two-way dialogue will ensure shared understanding of the project, but also increase their buy-in. This process is an opportunity for you to demonstrate that you are their accountability partner that is there to help them. This will also make them feel trusted which works towards them doing the best for the team. And it will ensure you get the result you want.

Name of Project:	
Objective:	
Your expectations of how they do the work and to what standard. What would really upset you? What would make you happy?	
Constraints, potential risks/problems	
What are your concerns if they make a mistake? What are the risks to the project? How can you minimise that?	
What level of capability do you need for them to do this job well? Do they have the right skills/resources/confidence? **If there is a sizeable gap, how can you support them? Or is it best to delegate to someone else?**	
What tasks can they decide to do their way?	
Milestones **Work out what date the project needs to be delivered. Work with your direct report to formalise these dates and allow them to re-negotiate deadlines if they have a conflict.** **Start date:** **End date:**	

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Feedback **In addition to work due dates, add in check in points to your schedules to check they are on track.** **How frequently do you need to check in with them? What would you like? What do they want?**	
Measurements of success **Discuss with your direct report what you consider measurements of success and agree.** **What can you do to create a form/visible dashboard to help track their progress?**	
Consequences **Positive - How will you reward them for a job well done? What skills will they have learned? Who will this benefit from this project done well?** **Negative - What are the consequences if they make a mistake or miss a deadline? How will it impact the customer? How will it impact you? How will it impact opportunities for them?**	
Other items:	