



2PR3

Where to start when you don't know where to start.

- *When to use it? When you're starting a new task and unsure how to plan it.*
- *Use 2PR3 along with CPQQRT to supercharge your skills in assigning tasks!*
- *Model can be scaled from simple to very complex tasks.*

Model can be applied to ANY activity – work or home. Just have to think about it creatively. You probably already use this model, or something similar, subconsciously. Now it's written down to put in your management toolbox.

EXAMPLE 1: ATTEND AUDIT AS AN OBSERVER

Prepare: Attend pre-audit briefings / read audit template / read any applicable plans, drawings, procedures, test methods, etc. / seek advice from experienced people / check timing and location of audit / plan your trip there.

Participate: Be punctual / follow the rules / ask questions.

Record: Take notes (specific not general) / take photos (if permitted).

Report: Collate notes / considering your audience – provide feedback / be objective (not subjective) / add value.

Review: Follow up any audit reports / assist in close out meeting / set reminders to follow up on actions / share learnings with team.

EXAMPLE 2: GROCERY SHOPPING

Prepare: Make a list / meal plan for the week / look in the cupboard / grab your re-useable bags & face mask / plan to go at quiet part of the day.

Participate: Wear face mask / start at aisle 1 and walk methodically / load trolley by 'items less likely to damage one another' / choose quickest checkout.

Record: If any items unavailable make a note to get them next week.

Report: Tell your housemate there wasn't any toilet paper in stock and to go easy on the dwindling supplies (or to pick some up from the servo).

Review: If you're always running out of an item – double up next in next week's shop.





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EXAMPLE 3: TASKED WITH FACILITATING A SIGNIFICANT INCIDENT INVESTIGATION

Prepare: Find details of staff within the team who have lead investigation before / contact corporate office requesting available consultants who can be used / seek out and read suitable online resources.

Participate: Actively engage in the investigation / shadow the lead / offer suggestions / ask questions.

Record: Take detailed notes (on the investigation and the process) / take detailed notes for internal training purposes.

Report: Provide input into the final report / provide updates to Management on progress of the investigation / prepare 1-page summary on the process for future use by you and the team.

Review: Consider the report outputs and implement findings / consider if getting additional training is required for in-house teams / could the process be improved.

EXAMPLE 4: EXECUTIVE BRIEFING

Prepare: Gather data / consider context of briefing / develop slideshow or presentation / seek feedback from team prior to presenting.

Participate: Deliver briefing / answer questions.

Record: Take notes during briefing if questions are asked / seek feedback following briefing / consider opportunities for improvement.

Report: Provide summary of briefing and discussion points to wider team / identify any actions arising and assign to team or self.

Review: Follow up with Executives with completed actions or updates / seek feedback on your performance.

