Staff Task Matrix

Coordinating Team Responsibilities

Bernd Plumhoff

24-Feb-2025

1 Abstract

In case you need to coordinate a team:

Prioritize each task and give it a value due to necessary knowledge, thinking, and responsibility involved.

A responsible employee must be defined for each task. Insert 2 in corresponding row/column. In case of normal ongoing business define a substitute, too. Insert 1 for any sub. Substitutes can be omitted for project tasks or tasks which are rarely executed.

In our example Antony is team head. He has the highest point sum. Cesare is Antony's deputy.

The other employees are more junior. This is mirrored by their lower sum of points. For a career development consider more tasks for a person or think about enrichment of current tasks.

Do not argue about salary. Discuss number and complexity of tasks!

[2=Responsible 1=Substitute] **Tasks**	**Punkte**	**Antony** 1.700	**Barney** 700	**Cesare** 1.350	**David** 750	**Edward** 600
1. Ad hoc						
1.1 Evaluations	200		2	1		
1.2 Trading Support	100	1			2	
1.3 Comm. IT/Finance	200				1	2
2. Monthly Tasks						
2.1 Credit Curves	250	2			1	
2.2 Ratings	100				1	2
2.3 Reports	200	2		1		
3. Annual Tasks						
3.1 Annual Report	350	2		1		
3.2 Performance Eval.	300		1	2		