MotionOps

CONTRACTOR SCALER HUB · GET OUT OF THE OWNER BOTTLENECK

30-Day Delegation Plan

For lesson 5. One plan per responsibility. Fill in the five decisions before day 1, put the four checkpoint dates in your calendar and the person's, and start week 1 this week. Thirty days is a planning frame, not a promise.

1. Before day 1: five decisions

1. THE RESPONSIBILITY: ONE, FROM YOUR HAND OFF GROUP IN LESSON 2, SOMETHING THAT REPEATS EVERY WEEK

2. THE OUTCOME AFTER 30 DAYS, WRITTEN AS SOMETHING YOU COULD CHECK

3. BASELINE FROM YOUR LOG: TIMES A WEEK IT REACHES YOU

MINUTES EACH TIME

PROBLEMS IT CAUSED LAST MONTH

4. THE PERSON WHO TAKES IT OVER

WHAT COMES OFF THEIR PLATE TO MAKE ROOM

5. THE LIMITS: THE DECISION AGREEMENT FROM LESSON 3 (WHAT THEY DECIDE ALONE, WHEN THEY CALL YOU)

The lesson's example, made up to show the method:
Responsibility: every workday, check that tomorrow's jobs for crew 1 are ready to start.
Outcome after 30 days: readiness checked by 3 p.m. every workday; the owner only hears about jobs that aren't ready.
Baseline: the owner checked readiness five evenings a week, about 40 minutes each; two jobs last month started late because of missing materials.

2. The checkpoints, in both calendars

Checkpoint	Date	What must be true	My calendar	Theirs
End of week 1: prepared				

Checkpoint	Date	What must be true	My calendar	Theirs
End of week 2: done together				
End of week 3: exceptions reviewed				
Day 30: transferred, extend, adjust or pause				

The example's four weeks:

Week	What happens	Checkpoint
Example 1	Owner and crew lead write the readiness checklist: materials delivered or confirmed, scope and selections clear, access arranged, permits or inspections in order, crew and equipment assigned, customer confirmed. Crew lead watches the owner do three evenings.	Friday: checklist agreed, crew lead has access to the schedule and supplier contacts
Example 2	Crew lead does the check every day by 3 p.m. and tells the owner before acting on anything not ready. Questions saved for the 4 p.m. slot.	Daily 4 p.m. slot; Friday: questions list added to the checklist
Example 3	Crew lead acts alone within limits: reorders missing materials from approved suppliers, and asks the coordinator to move a job when something can't be ready in time. Owner reviews exceptions Tuesday and Friday.	Tuesday and Friday exception reviews
Example 4	Owner compares with the baseline: evenings back, late starts down, anything missed.	Day 30: transferred, extend, adjust or pause

3. Week 1: prepare

Goal: everything the person needs exists before they start.

- [ ] The steps written on one page, in the order I actually do them
- [ ] Decision agreement written together; three recent real cases walked through
- [ ] Information gathered: lists, templates, phone numbers, where things are kept
- [ ] They watched me do it two or three times, and I explained why, not just what
- [ ] We agreed how they'll record their work, so I can see it without asking (the active-job list from lesson 4)

4. Week 2: do it together

Goal: they do the work, with you close by.

- [ ] They do it every day. I don't.
- [ ] They decide and tell me before acting (level 3)
- [ ] One fixed time a day for questions: _____ (for example 15 minutes at 4 p.m.). Urgent issues still reach me; everything else waits for it.
- [ ] Every question goes on the questions list, and its answer goes on the one-page steps, not just into the conversation

Day	Question they asked	The answer	Added to the steps

5. Week 3: review the exceptions

Goal: they act on their own; you look only at what went differently. Most fixes are a clearer limit or a missing piece of information.

- [ ] Moved to level 4: they decide, act and tell me after
- [ ] I stopped checking every case
- [ ] Two exception reviews this week, on _____ and _____
- [ ] Rules fixed where an exception showed a gap

Day	Exception: escalation, mistake or outside the limits	Gap it shows	Fix to the rules

6. Week 4: assess and adjust

Compare the last week with your baseline and the outcome you wrote down.

	Baseline	Last week
Times a week it reached me		
Minutes each time		
Problems it caused (late starts, misses)		
Outcome from section 1 met?		

Day 30 decision: tick one.

- [ ] **Transferred:** it reaches me only through the agreed exceptions. Final level written down: _____. Moved to my weekly review.
- [ ] **Extend:** it's working but not settled. Two more weeks with the same checkpoints, until _____
- [ ] **Adjust:** part of it works. Scope narrowed or limits changed: _____. Another two weeks.
- [ ] **Pause:** it isn't working. I take it back until _____ while I fix the cause: training, information, workload, or the wrong person for this job.

WHY

7. Adjust if: when to step in, and how

- [ ] **The same mistake twice:** the steps or the information are missing something
- [ ] **A decision outside the limits:** go back over the decision agreement together
- [ ] **A customer problem caused by the handoff:** fix it with the customer first, then find the cause
- [ ] **The person running out of time:** something else has to come off their plate

Fix the cause, not just the result. If you take the responsibility back, say for how long and what has to change. A silent permanent take-back teaches the whole team that nothing you hand off really sticks.

IF I TAKE IT BACK: UNTIL

WHAT HAS TO CHANGE BEFORE IT GOES BACK

What to review

- [ ] Each checkpoint happened on its date
- [ ] On day 30: the responsibility reaches me only through the agreed exceptions

After the first 30 days

NEXT ITEM FROM MY HAND OFF GROUP

ITS 30-DAY PLAN STARTS ON

Look back at your interruption log. What's left tells you where to work next (tick the one that fits):

- [ ] **Mostly office–field handoffs, scheduling and closeout:** a clear job workflow from request to payment
- [ ] **Mostly prices, job costs and cash:** profit and cash flow
- [ ] **Mostly sales questions and estimates:** a sales process the team can run
- [ ] **Mostly about people, roles and hiring:** your org chart and the role you need