3270 The Scope Handoff Document

People Book · https://kb.jeffreysummers.com/docs/3270-the-scope-handoff-document/

The conversation about what the role covers is not the Role Transfer. The document is.

Two people can have the same conversation and remember it differently six weeks later — not because anyone is lying, but because memory is selective and ambiguity is invisible until it becomes a conflict. The Scope Handoff Document removes ambiguity by making the transfer explicit, written, and signed off on by both parties before the hire takes the role.

It names four things at minimum.

The domain — what territory the hire owns. Not a job description. A territory. The specific decisions that belong to this person, the specific outcomes they are responsible for producing, and the specific areas where the operator is not going to enter without invitation.

The Authority to Execute — what reach the hire has inside that domain. What they can spend, commit, hire, change, or stop without escalating. Authority scoped too narrowly produces a hire who constantly escalates. Authority scoped too broadly produces a hire who makes calls the operation cannot support. The Scope Handoff Document finds the line.

The standards — what right looks like inside the domain. Not a preference list. The documented, agreed-upon standard the hire is held to and the operator enforces at [The Ten-Minute Close], not in the moment of execution.

The cadence — how often the operator and hire formally review the domain together. This is what schedules [The Ten-Minute Close] so it is not a reaction to a problem but a standing discipline that holds the transfer intact.

The Scope Handoff Document does not guarantee a successful Role Transfer. It makes the transfer legible. A transfer that exists only in a conversation can be reinterpreted. A transfer that exists in a document cannot — not without both parties agreeing to change the document. That is the point.

Pairs with: [Role Transfer], [Control Snapback], [Authority To Execute], [The Ten-Minute Close], [The Labor Re-Classification], [Institutional Process]