

The Broadstone.io Position and Task Classification Checklist

Use this checklist to review each position at your company, break it down into its constituent tasks, and decide which tasks are best handled in-house and which are suitable for outsourcing - whether to Broadstone.io Business Support Services or another partner of your choice.

To learn more about this concept, please read our blogpost at <https://broadstone.io/blog/why-break-down-your-tasks>.

For free consultation, you can also reach us at info@broadstone.io or +371 29 26 98 63 or +44 (20) 81 57 1400.

Hard skill requirements	
Soft skill requirements	
Equipment requirements	
Regulatory and compliance constraints	<i>Are there any legal, audit, or procedural rules governing how this task must be performed?</i>
Decision-making requirements	<ol style="list-style-type: none"> 1. Rule-based 2. Judgment-based 3. Authority-based
Data sensitivity	<ol style="list-style-type: none"> 1. Non-sensitive. 2. Relatively sensitive. 3. Highly sensitive.
Location requirements	<ol style="list-style-type: none"> 1. Remote. 2. Hybrid. 3. On site. 4. Other business-driven location (e.g. at client)
System access requirements	<ol style="list-style-type: none"> 1. No system access required. 2. Generic system access required. 3. Sensitive system access required.
Delegability	<ol style="list-style-type: none"> 1. Can be handed off without loss of quality. 2. Requires specific individual knowledge.
Collaboration requirements	<ol style="list-style-type: none"> 1. Only briefing is required. 2. Several discussions are needed, but not in person. 3. Several discussions are needed in person. 4. Close cooperation needed in person.

Verification / QA requirement	<ol style="list-style-type: none"> 1. Task output needs no review. 2. Task output review can be automated / checklist based. 3. Task output review needs expert insight.
Reversibility & error tolerance	<ol style="list-style-type: none"> 1. Any errors can be easily remedied. 2. Errors cannot be remedied but are low significance. 3. Errors cannot be remedied and are high significance.
Tolerance to interruptions	<ol style="list-style-type: none"> 1. The task can be done in small fragments. 2. The task needs deep focus.
Training/onboarding requirements	<ol style="list-style-type: none"> 1. Can be performed based on written documentation. 2. A short training is needed. 3. Demanding training / experience required.
Parallel execution by several people	<ol style="list-style-type: none"> 1. Is possible. 2. Is not possible.
Predictability of task occurrence	<ol style="list-style-type: none"> 1. Regular. 2. Not regular but predictable. 3. Not predictable.
Frequency of task	
Urgency of task	
Time requirement of task	
When can the task be handled	<ol style="list-style-type: none"> 1. Any time. 2. Client-defined-time. 3. Internally defined time.