SKILLS MATRIX WORKSHEET · CONCLUSION

AREA	DATE	CREW	SHEET
PREPARED BY	CHECKED BY	NEXT REVIEW	STATUS

1 MATRIX: PEOPLE × TASKS

PERSON ↓ / TASK →						
	○	○	○	○	○	○
	○	○	○	○	○	○
	○	○	○	○	○	○
	○	○	○	○	○	○
	○	○	○	○	○	○
COVERAGE LEVEL ≥ 2 · TARGET 2						

○ 0 · no exposure ◔ 1 · needs supervision ◑ 2 · independent ● 3 · can train others

2 COVERAGE VS. TARGET

● ≥ target ● below target

Coverage = people at level 3 + people at level 2

TASK	LEVEL 3 + LEVEL 2	TARGET	COVERAGE
		≥ 2	
		≥ 2	
		≥ 2	
		≥ 2	
		≥ 2	
		≥ 2	

3 GAP · SINGLE POINT OF FAILURE

TASK BELOW TARGET	RELIES ON	IF OUT TOMORROW
COVERAGE TODAY	BACKUP TODAY	

● Don’t wait for a resignation to find the gap.

4 RESULT & TRAINING PLAN

Tasks below target =

ACTION · TRAINING PLAN

5 MATRIX GROUND RULES

> Job title isn’t the level: score what the person shows on the task.

> Re-score whenever the team changes (turnover, new hires) — not once a year.