

Contributor Brief Template - Prioritising TASKS

How to use this template:

1. Look at the suggested tasks in the [Day of Action - Action Plan, Suggested Tasks / Requirements sheet](#).
2. Identify tasks related to your area of work and complete the columns against the suggested tasks. This will help you decide if the task is a priority. If it has been identified as a high priority task, then you would complete the blank template below.
3. Make a copy of this document and name it for the particular task. Delete this guidance and guidance table and fill out the blank template.
4. The information added to the Action Plan spreadsheet will provide you with some of the detail you require to complete this contributor brief.
5. Transfer the data from the Action Plan into this template and add detail such as summary of the task, links to resources, where to find help etc. The table below provides prompts for what to consider for each section.

Brief summary of task: What do you want people to do?	Level of difficulty: Provide a level of difficulty. Consider what level of expertise is required for this task? How much experience might be required? Easy / Moderate / Difficult (delete as appropriate)
	Estimated length of task: How long do you estimate this task will take?
	Timeline for task: When would you like this task to be completed? Are there any date restrictions for when it can commence?
	Dependencies on other work:

	Are there any dependencies? List these and outline where how this task aligns with the other work.
Objectives of task: List a summary of objectives for this task, e.g. why is this task important?	Labels: Keywords associated with this task to make it more easily discoverable.
Relevant documentation: Provide links to relevant documentation that contributors will need to complete this task effectively.	Example of similar work: If there are any examples of similar work that would help contributors, please point to them here.
Other resources: Link to any other support materials or resources that will help a contributor with this task.	Help: Provide details of where the contributor can find help if they have questions about the task.

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Task allocated to:	Completed (delete as appropriate): Yes / No / Need help
Brief summary of task:	Level of difficulty: Easy / Moderate / Difficult (delete as appropriate)
	Estimated length of task:
	Timeline for task:

	Dependencies on other work:
Objectives of task:	Labels:
Relevant documentation:	Example of similar work:
Other resources:	Help: