

Template example of a special roaster

<b>Name of employee</b>	<b>Activities / Responsibilities</b>	<b>Deliverables</b>	<b>Completion period</b>
1.			

**Key:**

**Name of employee** - is the name of the person to which the job is assigned

**Activities/Responsibilities** - this is the activity that the business is assigning to employee for example for security guard activities can include:

- i. Visitor control
- ii. Restricting an authorized access
- iii. Make sure all doors are locked during the night

**Deliverables** - this are the agreed measures that will be used in measuring if the intended activities/ responsibilities that have been assigned to a person are achieved. Again for the security guard basing on the proposed activities, the deliverable will include

- i. Visitor entering the premises have signed visitors book and have special cards
- ii. Person without authorization cant be found within the premises
- iii. Doors are locked after office hours

NB: Deliverable can also be used to measure how effectively is the person in terms of completing the intended objectives/ responsibilities.

**Completion period**- this is the timeframe that a business and the employee agrees concerning the completion of a certain task.