

1a. Job Title	2. Accountabilities	3a. Accountable to
What is the role called?	What value will you bring to the organization, customers, users, or other stakeholders What is your mission? What is your role? What are you responsible for?	Who do you report to? Who will care most about you and your work?
1b. One-Line Description		3b. Measurements of Success
In one sentence, what is the purpose of this role?		How will you know you are succeeding?
4. Constituencies (provides service to)	5. Supported by	6. Qualifications
Who will benefit from your work, directly or indirectly? How will they benefit?	What people will help you with your mission? Who is in your team? What other people and teams support you? What external help will you need?	What skills and experience do you bring to the job?
7. Does	8. Does Not	9. Engagement Level / Salary & Benefits
<ul style="list-style-type: none"> What tasks do you expect to perform? 	<ul style="list-style-type: none"> What tasks are not part of this job? 	What is the duration and intensity of the engagement?