

TASK OWNERSHIP MATRIX

Assign one primary owner to every important result. Define the backup, decision authority, evidence, and escalation point.

Area	Task / Required Result	Primary Owner	Backup	Trigger / Frequency	Due / Check	Authority / Decision Limit	Verification / Evidence	Escalation Point	Status

Status: Not Started | In Progress | Complete | Escalated / Blocked
Rule: No critical result belongs to “everybody.” If the task matters, name the owner and define how completion will be verified.