

WORKFLOW WORKSHEET

Handoff Ownership Map

Map every place work changes hands. When each column is filled, nothing falls through the cracks.

*One row per handoff - sales-to-production, recruiting-to-training, marketing-to-sales, office-to-field.
A handoff isn't done when the file moves; it's done when the next owner knows what they own and the customer knows what to expect.*

Sending role	Receiving role	Trigger	Required information	Owner	Next action	Deadline	Exception path	Customer communication