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5. Assignment / Handoff

Give the next executor enough current direction to proceed without reconstructing the whole history.

Date / Time	Project / Initiative	Record / Tracking No.	Status / Version

Purpose	Make purpose, governing material, permitted work, retained decisions, and return expectations explicit.
Use when	another person, AI, or tool is taking work forward and clarification or reconstruction keeps returning to the owner.
Book / Guide reference	The AI-Enabled One-Person Firm — Practitioner Field Guide 4; Assignment / Handoff Record 4.C
Assignment / Required Result	**Executor / Recipient**
Key questions	• What current material governs? • What may be done without another decision? • What must return for review or acceptance?
Key considerations	• Capability ≠ authority • Source role and access • Independent work that can continue • Acceptance criteria
Possible next moves	• Supply current sources • State permissions • Define escalation • Specify the review package
Governing Material / Evidence	
Retained Decisions / Return Criteria	

Handoff Result / Follow-up