VECTOR
ENGINEER

Quick card

What to do when a deliverable lands on you.

Two sides. The handshake every piece of work goes through.
Keep it by your desk.

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You were asked for work

Answer it before it ages. Nobody is handed a date.

Answer the request

1. Open it from **Needs my acceptance** on **My Work**.
2. On the web, use the **Your move** card. On iPhone, tap **Respond**.
3. **Accept** with your working time (Duration X), or **propose a new date** and say why.
4. Need to know more? **Ask a question**. Can't do it? **Decline**, with a reason.

> Propose the date you can really make. A date you can't keep costs everyone downstream more than an honest one.

Do the work

1. Choose **Start work** when you begin.
2. Tick each item of the definition of done as it becomes true.
3. Attach the work product under **Work product**.

Running late? Say so early

Choose **Flag a slip**: how many days, the reason, what happened. Five or more days ahead counts as flagged early. Late inputs are counted for you, never as yours.

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Getting it signed

Nothing is done on a word. It is done on a signature.

Submit it

1. Every item ticked, the files attached.
2. Choose **Submit for sign-off**. If something is missing, the deliverable says what.

If you sign

1. Open it from **Needs my signature** on **My Work**.
2. Check the current version against the definition of done.
3. Choose **Sign: complete**, or **Sign: technically correct** if you are the technical reviewer.

> A signature covers exactly one version. A new version needs new signatures, and the old ones stay on the record.

Verified

When every signature it needs covers the current version, the work is **verified** and the work waiting on it can start. Nobody signs their own work.

A supplier on the job?

On the web, pick them under **Outside the company** and choose **Send request by email**. They need no account and no seat; you answer for their work.

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One handshake, every time

Every deliverable goes round the same five steps.

1. **Request it**
   What's needed, from whom, and by when
2. **Promise it**
   The owner accepts, or proposes a real date
3. **Work it**
   Definition of done, files and versions
4. **Sign it**
   Complete, and technically correct where needed
5. **Pass the gate**
   Go, Hold, Recycle or Kill, on the record

> Every request, promise, signature and change stays on the record, with who did it and when. Nothing is quietly rewritten.

Three words to know

Date B is the date the owner committed to. **Duration X** is their own working time. **Date A** is when the work that depends on it needs it.

When you need more than this card

In the app: Settings, then Help. Every screen explained.

vectorxpro.com/engineer/help
The same articles, on a laptop.

Stuck? **support@vectorxpro.com**

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