

One handshake, every time

Every piece of work 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**
Checklist, files and versions as it moves
- 4 **Sign it**
Signed complete by someone else
- 5 **Hand it on**
Verified, so the work waiting on it starts

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/project/help
The same articles, on a laptop.

Stuck? support@vectorxpro.com



VECTOR

PROJECT

Quick card

What to do when a piece of work 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 Tap **Respond**.
- 3 **Accept** with your working time (Duration X), or **propose another date** with a note.
- 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 When your inputs are ready, tap **Start work**.
- 2 Tick the definition-of-done items as you meet them.
- 3 Need something from someone? **Request what I need**.

Running late? Say so early

Tap **Flag a slip**: how many days and why. Your first promise stays on the record. Five or more days ahead counts as early warning.

Getting it signed

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

Submit it

- 1 Attach the work, and tick every checklist item.
- 2 Tap **Submit for sign-off**. If something is missing, the work page says what.

If you sign

- 1 Open it from **Needs my signature** on **My Work**.
- 2 Check the current version against the checklist.
- 3 Sign **Complete** as the validator, or **Reviewed** if you were named to review it.

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

Not right?

Tap **Send back** and say what needs to change. It goes back to its owner as **Reopened**. Sending back moves no dates; if the rework runs late, the owner flags a slip.

Verified

Once every signature it needs is on the current version, the work waiting on it can start. Nobody signs their own work.

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