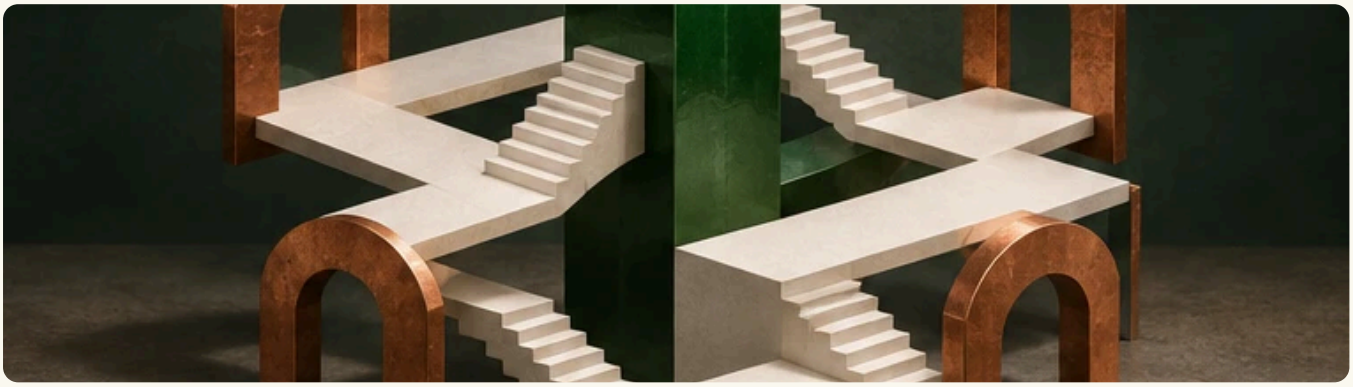
BUSINESS CASE WHITEPAPER · FND-004

Founder responsibilities map

Give every launch task a named owner.



The decision

Two founders think the other owns the same launch dependency.

What the fee buys

We document who will own ten launch tasks across a team of up to four founders.

When to commission

Use the map when several launch tasks cross founder roles and a named coordinator will maintain it.

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SCOPE AND OPERATING CASE

How the work changes the decision

Starting position

Both founders assumed the other would arrange the first supplier account.

In this illustrative case

Name one task owner, a sign-off contact and the date when the account is needed.

Inputs and ownership

Name the founders, their availability and the ten launch tasks you want to allocate.

1. List ten launch tasks
2. Confirm each founder's responsibilities
3. Review ownership and handovers

Using the handover

Use the responsibilities map to identify decisions without an owner and make routine handovers easier.

An alternative to buying

Run an internal ownership workshop if roles and availability are already settled.

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INVESTMENT AND EVALUATION

Test the case before approving spend

£249 GBP · one-time catalogue fee excluding applicable VAT

Full cost to the buyer

Government, agent, address and bank charges are separate where applicable. Include the cost of preparing inputs, reviewing the output and implementing any subsequent changes.

A time-only comparison

At an illustrative £40 per staff hour, the fee alone equals 6.22 hours. Replace £40 with your own fully loaded hourly cost. Divide the full incremental cost by that rate to find your break-even hours. Count only effort you can reasonably avoid. This illustration predicts no saving.

What to measure

Count launch tasks with one accountable owner, a sign-off contact and an agreed next step. Record a baseline before work begins. Use the same scope and definition at follow-up, and note changes outside this service.

Timing and dependencies

Pay upfront at the external checkout. You can prepare immediately. We track clearance and start intake when payment clears, which can take up to seven business days depending on the payment system. The estimate after start and receipt of complete inputs is 2–3 working days.

Approval test

Use the map when several launch tasks cross founder roles and a named coordinator will maintain it. Assign an owner for the handover and a date for checking the measure. If the inputs or owner are missing, defer the purchase.

Basis: Routine Works service specification FND-004, GBP catalogue fee and an illustrative working case. View service scope.

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