

A close-up photograph of a white graduation cap with a gold tassel, set against a soft, warm background of orange and pink light. The cap is the central focus, with the tassel hanging down on the right side. The background is slightly blurred, creating a sense of depth and atmosphere.

# **Grad Expectations**

## **Took Kit**

# GRAD expectations

The essential guide for all  
graduates entering the work force



# GRAD EXPECTATIONS

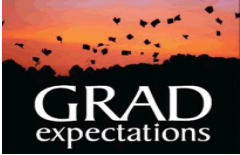
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## Knowing what you must Deliver

The template below will help you understand what is being asked of you by your boss. It then helps you to plan out what exactly you need to do, to deliver the outcome desired.

### Part 1: Define your Problem/Opportunity

<b>Task:</b>	
<b>What is specific the problem / opportunity?</b>	
<b>What are the root causes of this problem / opportunity – <i>what is really causing this to exist?</i></b>	



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## Part 2: Define your Desired Outcome

What is my specific desired outcome – *what does success need to look like against this problem / opportunity?*

*(Note: Be as specific as you can in terms of deliverables, times, cost and quality)*



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## Part 3: Identify your Options

What are the options for achieving the desired outcomes – <i>consider all possible solutions?</i>			
Option	Description	Benefits that could be delivered through the Option	Resources and Support Required
1			
2			
3			
4			
5			
PREFERRED OPTION			
Which option(s) is the preferred solution?		Why is this the Preferred Option?	



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## Part 4: Take Planned Action

What activities must be completed to achieve the desired outcome, by when and by whom?				
Activity	Description	Deliverables / Benefits	Due Date	Responsibility
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				