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| **Step** | **Description** |
| **Step 1 – Define the problem to be solved and ownership** | *Example: We need to reduce our invoice processing costs by 15% to align with mandated cuts across the organization. I would like you to take point on creation and execution of a plan to achieve the 15% cost-reduction goal.* |
| **Step 2 – Articulate the guiding principles** | * *All invoices must be paid within ten days to ensure we get a 2% trade discount.*
* *Any personnel hire/fire recommendations must be first discussed with HR and kept strictly confidential*
* *Ensure the solution has the buy-in of the purchasing director.*
 |
| **Step 3 – Ensure agreement on key dates** | *We need the plan done by April 15 in time for our annual review with the VP with subsequent implementation complete by fiscal year start of July 1.* |
| **Step 4 – Establish the follow-up cadence** | *Schedule 15 minutes each Friday for both of us to go through status, issues, risks, and any help-wanted requests.* |

More: [Intentional Empowerment in Four Easy Steps Article](https://www.projectmanagementadvisor.com/blog/intentional-empowerment-in-four-easy-steps)