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The Risk Tier Playbook

Match oversight to risk level

One-Size-Fits-All Oversight Slows You Down

THE PROBLEM

Most businesses treat all tasks the same. Low-risk work gets the same oversight as high-risk work, which slows everything down.

The problem is not that you are too careful. The problem is that you are equally careful about everything.

WHY IT HAPPENS

No one has defined what is high-risk vs low-risk. So everything gets treated as high-risk by default.

The solution is not less oversight. It is tiered oversight matched to risk level.

Tier your risks. Speed follows clarity.

The 3-Tier Risk Framework

TIER 1: LOW RISK

Minimal Oversight

CHARACTERISTICS:

• Reversible decisions

• Low financial impact

• No compliance risk

OVERSIGHT:

• Self-check only

• No approval needed

TIER 2: MEDIUM RISK

Moderate Oversight

CHARACTERISTICS:

• Some financial impact

• Affects multiple people

• Minor compliance risk

OVERSIGHT:

• Peer review

• Manager approval

TIER 3: HIGH RISK

Full Oversight

CHARACTERISTICS:

• Irreversible decisions

• High financial impact

• Major compliance risk

OVERSIGHT:

• Multi-level review

• Executive approval

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How to Map Tasks to Risk Tiers

ASK THESE 3 QUESTIONS

1

Can this decision be reversed?

If yes, it is likely Tier 1. If no, it is likely Tier 3.

2

What is the financial impact if this goes wrong?

Under $1,000 = Tier 1. $1,000-$10,000 = Tier 2. Over $10,000 = Tier 3.

3

Does this affect compliance or legal obligations?

If yes, it is Tier 3. If no, use questions 1 and 2 to decide.

TIER 1 EXAMPLES

- Social media posts
- Internal emails
- Meeting scheduling
- Data entry

TIER 2 EXAMPLES

- Client proposals
- Marketing campaigns
- Hiring decisions
- Vendor contracts

TIER 3 EXAMPLES

- NDIS claims
- Financial reporting
- Legal agreements
- Compliance audits

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Your 45-Minute Implementation Plan

1 List all recurring tasks in your business

2 Score each task on 3 risk criteria: reversibility, financial impact, compliance risk

3 Assign each task to a tier based on total score

4 Document oversight requirements for each tier

TIME BREAKDOWN

Total: 45 minutes

Step 1: List recurring tasks (15 min)

Step 2: Score each task (15 min)

Step 3: Assign to tiers (10 min)

Step 4: Document oversight (5 min)

Common Mistakes to Avoid

WHAT NOT TO DO

Treating All Tasks as High-Risk

If everything is high-risk, nothing is. Use the framework to tier tasks properly.

Not Documenting Risk Criteria

If you do not write down what makes a task high-risk, people will guess. Document the criteria.

Changing Risk Tiers Without Reason

Do not move tasks between tiers without a clear reason. Consistency builds trust.

Letting Low-Risk Tasks Skip Quality Checks

Low-risk does not mean no quality. It means less oversight, not no oversight.

Overcomplicating the Framework

Three tiers is enough. More tiers create confusion without adding value.

Not Reviewing Risk Tiers Regularly

Risk levels change. Review your tiers every 6 months to keep them accurate.

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Ready to Tier Your Risks?

Download the Risk Tier Templates

Get the complete 3-tier framework, task mapping guide, and oversight checklist.

Download templates →

Book a Strategy Call

I will review your current tasks, map them to risk tiers, and design oversight rules that match your workflow.

Check to see if you qualify →

ABOUT REMOTEE

I help Australian businesses reclaim their time by building compliance-ready delegation systems. I do not just place people. I build the systems, train the team, and give you ongoing support.

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