

Planning the 10 Steps for Successful Delegation

1 What is the task/project?

2 Who will do it?

3 Why does this task/project need to get done? What is the bigger context?

4 What specifically do you want to be produced as a result of this task/project?

5 Who gets to make which decisions? Refer to the levels of delegation.

6 What resources will you give or will person need to get to get it done?

7 By when does this need to be done? If has stages, when does each stage need to be done?

8 When and how do you need progress reports?

9 Who else needs to know about this task/project and the delegation? Who will do that communication?

10 How will you give feedback on the results of the task/project?