

Delegation Planning Sheet

This checklist is a general guide only



To gain the most from this checklist, read the course notes from *Get it Done, Done Well, Done on Time*

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Delegation Planning Checklist

Project/Task to Be Delegated

Expected Results (Specific/Measurable)

Level of Authority

Use the checks below before deciding appropriate level of authority

Experience of person being delegated to

High Medium Low

Criticality of the task

High Medium Low

Newness/complexity of the task

High Medium Low

Politics within the organization

High Medium Low

Legal requirements (e.g. Occupational Health & Safety)

High Medium Low

Appropriate level of delegation authority

Direct Teach Coach Consult

Possible Training Required

Likely Conflicting Priorities

Number of hours required

Per day Per Week Per Month Per Quarter

Other People/Tasks That Could Impinge on Delegation

Possible Resources Required

Timelines, Milestones, Deadlines

- Realistic timelines agreed
- Frequency of milestones meetings agreed
- Realistic deadlines agreed

Other Items to Be Discussed/Agreed

Contact Us

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