



Delegation Steps Worksheet



Task / Project to be delegated:

Objective to be achieved or end result desired:

Best person for the task or project:

Training they will require:

Concerns of the delegatee:

Timeline for completion and steps along the way:



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Additional guidance, information or resources required:

Contract level of authority everyone is comfortable with:

Specific controls to placed on the task or project:

Schedule for follow-up meetings:

Specific performance evaluation criteria: