Delegation Checklist

For use between parties involved in the delegation.

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| What the task/responsibility is: |  |
| Why this task/responsibility is important: |  |
| What the urgency or priority level of this task/responsibility is: |  |
| Who will undertake this: |  |
| What the expected outcomes are: |  |
| How we will define success: |  |
| When outcomes must be completed: |  |
| Other considerations |  |