

My Delegation Checklist

- 1. Give a clear description of the task(s) to be delegated.
 - _____ What do you need done?
 - _____ How will you know it is complete?
 - _____ What is the criteria for success?
- 2. Decide how much instruction to give. Does the delegatee need a complete task list (how-to instructions) or does the person have the necessary experience to develop his/her own?
- 3. Define any parameters of authority.
 - *You may pursue these areas and make decisions using your best judgment.*
 - *You should check with me concerning these issues before you implement decisions you have made.*
- 4. Alert the delegatee(s) to any challenges, whether actual or potential. Examples: Vendors delivering late; machinery down time; budget constraints; “political” or climate impact factors.
- 5. Define the resources available for the assignment. Encourage creativity. Examples: Time, People, Money, Materials.
- 6. Create a timetable. Establish deadline for completion and establish reporting times throughout the duration of the assignment.
- 7. Be sure to encourage questions and open discussion of the assignment and where it fits on the person’s regular work flow. What is the priority of this task?
- 8. Let go of the control and allow the person to begin.