Delegation “Briefing” Checklist

(F. Delano and J. Shah)

* Define the task clearly. Objectives!
* Identify desired outcomes, not “methods”. Don’t stifle creativity
* Time frame to complete task. Are there partial time deadlines?
* Resources available or needing to be obtained
* Clarify authority. What decisions can be made without you? Which are you needed for?
* Expectations about when it is necessary to ask for immediate help
* Any predictable or historical obstacles?
* Whom to report to, how, and how often?
* How will their performance on this task be evaluated?