

Delegation Plan



Responsibility

1. What am I going to delegate?
2. Why is this responsibility important to the organization?
(Evaluate the responsibility before you delegate it)
3. Why have I not delegated this already?
(What barriers exist? – Control, Role, Risk, Time, Trust)



Person

1. Who is the right person to delegate to?
2. How will this impact their daily workload?
(How will it impact your workload?)
3. What “Level of Delegation” will this person start at with the delegated responsibility?
(Investigation, Informed Progress, Informed Results, Ownership)



Results

1. What is the timeline for completing or eventually owning the responsibility?
2. What outcomes am I looking for?
(Tangible results)
3. What authority does this person now have with this responsibility?
(Temporary vs. Permanent)



Feedback

1. How often will I meet with the person?
2. What type of communication will occur and at what step in the process?
(Be specific and clear)
3. What documentation am I looking for in this feedback process?
(Ask good questions, and listen to understand)