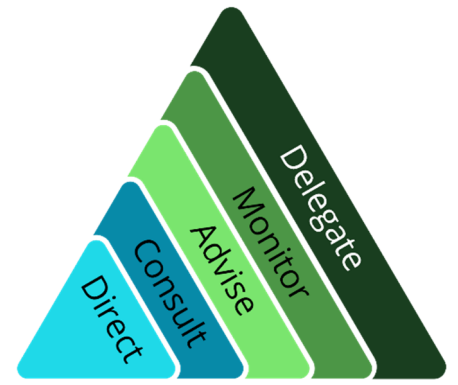




Delegation Worksheet



Task Name: _____

Delegation Level: _____

Delegated FROM: _____

Start Date: _____

Delegated TO: _____

Due Date: _____

1. Define the Assigned Task (< 30 Words)

2. Describe the Successful Result of the Task (< 30 Words)

3. List Necessary Steps in the Task

4. Provide or Describe Required Resources Necessary

5. Define Potential Problems that may Occur

6. Identify How the Completed Task will be Delivered/Stored/Acted Upon