The Delegation Checklist

In their book Behind Closed Doors Johanna Rothman and Esther Derby published a handy checklist that you can use for delegation of tasks. I have taken the liberty to augment their list with a few questions of my own.



- [ ] Is the risk factor of delegating this work adequately addressed?
- [ ] Have you considered and selected the right level of authority?
- [ ] Have you considered the question of delegating to individuals or to teams?
- [ ] Have you considered the best order of delegating this work versus other work?
- [ ] Is what you are delegating a discrete chunk of work?
- [ ] Do the people have the skills to do this particular kind of work?
- [ ] Do the people have the right format for the work products to use?
- [ ] Do the people have the tools necessary to be successful?
- [ ] Do the people know what the results should look like?
- [ ] Have you set the boundary conditions for the work (e.g. budget, time, resources, quality)?
- [ ] Do the people know when the work is due?
- [ ] Do the people know what progress looks like?
- [ ] Do the people know how often to report to you on progress (adhering to interim milestones)?
- [ ] Is someone available (you or another person) to coach or mentor the people in case they need help?

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