

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?