

Delegation Meeting Planning Template

Name of stakeholder being interviewed for delegation of task(s):

PLANNING

Description of the responsibility that is being delegated:

Authority level *see note below:

Minimum measurable accomplishment:

Supporting stakeholders:

Other resources available (including budget):

INTERVIEW

In what way is the stakeholder committed?

Next concrete step (as described by stakeholder):

Date(s) of progress meetings:

*Note **Six Levels of Authority**:

1. Look into the problem; report all facts to me; I will decide what to do.
2. Look into the problem; let me know alternative actions including pros and cons of each; and recommend one for my approval.
3. Look into the problem; let me know what you propose to do; don't take action until I approve.
4. Look into the problem; let me know what you propose to do; do it unless I say 'No'.
5. Take action; let me know what you did.
6. Take action; no further contact with me is required.