Delegation Worksheet

S.P.O.R.T. – a simple checklist to assist the transfer of information & expectations during delegation

S  Situation / Context
  - Why do I need you to do this?
  - How does it fit into the overall ministry context?

P  Purpose
  - What is the objective of the task

O  Output
  - Expected outputs of the project (Quality and Quantity)

R  Resources
  - What resources are available / expected ($, support, time, prioritisation, check in / reporting)
  - Limits – legal, safety, authority, decision making

T  Time to completion
  - Date expected for completion and any milestone reports / updates
  - Who will this be to and in what form?