



# 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?