

Lesson 4: UNDERSTANDING STEPS IN DELEGATION



Some of the steps in delegation are as follows:

1. Tasks & Goals

- What needs to be done?
- How will it be done?

2. Person

- Who in the team will do this?
- Is he the right person to do it?
- Has he done it before?
- Is he qualified and experienced to do it?

3. Scope

- What all needs to be done?
- What is the expected outcome?
- What is not to be done here?

4. Approach

- How should this be done?
- Are there any precedents?
- How do you want to do it?
- What are the risk factors?

Understanding steps in delegation

5. Authority & Responsibility

- What will be your authority?
- What decisions can you take on your own?
- Where do you need to discuss to the head?

6. Controls

- How will the project be defined?
- How will you measure progress?
- How will you report closures?

7. Timelines

- What are the timelines for completion?
- What will cause delays?
- What will be the impact of any delay?

8. Success criteria

- Cost
- Timelines
- Quality of work
- Accuracy of data

9. Feedback

- Who will give feedback?
- How will the feedback be given?
- What will be the frequency of feedback?
- Intent of feedback- improvement in effort / course correction