

Delegation Worksheet

Project Evaluation:

How critical is this project to the mission and direction of our organization? Can this project *Make or Break* the organization? Where do I add the most value? What are the things that only I should be doing?

Delegate NOW! 1— — — — 2— — — — 3— — — — 4— — — — 5 *Only I can do this!*

Leader C4 Evaluation:

Character: This person's spiritual maturity level matches the project.

1— — — — 2— — — — 3— — — — 4— — — — 5

Competency: This person has the core competencies / skills needed.

1— — — — 2— — — — 3— — — — 4— — — — 5

Chemistry: This person is a great fit for this project.

Could this project turn into a position? If so, do I want this person in this position long term?

1— — — — 2— — — — 3— — — — 4— — — — 5

Culture: This person shares the core values needed for this project.

Will this person stick to the vision and direction of the organization?

1— — — — 2— — — — 3— — — — 4— — — — 5

Level of Delegation:

1— — — — 2— — — — 3— — — — 4

Report Back: What time / junctures do I need reports?

Clarify the Win: What objectives (*not tasks*) need to be met? What pitfalls should be avoided? How can you tie their project to the mission so they can share the vision?

- 1.
- 2.
- 3.

What questions does this leader have?

- Is the leader clear about the project?

When will it be time to celebrate / thank / honor?

- Celebrate the person / relationship ... not just the success of the project.

Post Project Evaluation:

- Did this person/project meet the expectations? Explain.
- How did they grow during the process?
- Ask yourself / them, “What could I have done better in this process?”

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