

Delegation Plan Template

What is being delegated (*Define the task and/or responsibilities*):

Why is this being delegated (*define the need, gap, and/or benefit to you, the agency, and/or delegated staff*):

Who am I delegating this to:

When/For how long (*determine when delegated staff will take over task or responsibility and what they expected timeline will be. If there is a deadline, include that here*):

How will this be managed (*clarify responsibilities for reporting, follow-up, and/or check-in. If delegated staff need to be trained or granted access to certain files/accounts/etc, list what steps will be taken to do so*):