

# 5 Ws Delegation Planning Worksheet

By considering these questions in advance, you can make more effective delegation assignments that achieve positive results.

<b>WHAT</b>	What is the task or objective?  What is the final deliverable?	
<b>WHERE</b>	Where will the work be performed?  Onsite, remote, travel?	
<b>WHEN</b>	When does the work start?  When must it be completed?  Are there major/specific milestones along the way?  Will it require an over time or after-hours commitment?	
<b>WHO</b>	Who has the necessary skills?  Who can I count on?  Who has the workload/mental capacity (avoid overloading)?  Who is interested in/ready for growth or development?	
<b>WHY</b>	Why is this work important?  How does it contribute to the team's or organization's goals?	

<p><b>SPECIAL CONSIDERATIONS:</b> Anything associated with this project that needs to be taken into account before issuing your assignment: visibility, people involved, politics, penalties for non-compliance, urgency, limited resources, your availability or willingness to provide guidance, perceived unfairness, etc.</p>	
---	--