

# PROJECT DELEGATION TEMPLATE

Instructions: As the leader with a project to delegate to a teammate, fill out this worksheet. For more details on how to delegate leadership opportunities effectively, read this [blog post](#).

## PROJECT GOAL

Describe in one sentence the outcome you want to see for this project.

*Note: Don't describe your idea for a solution, or a step-by-step process of the "how."  
It's important that the person you're delegating to determines their own process!*

## PRO TIPS (MAX 3)

What big lesson have you learned from doing this type of project in the past?

What interested parties, or people with helpful info, should your teammate be sure to talk to?

What are the big, but unobvious, pitfalls to avoid?

### I WILL SUPPORT YOU BY...

Each type of support should begin with a verb.

Aim for 2-5 bullets.

You can state what you are \*not\* going to do, too!

### YOU SHOULD REACH OUT TO ME WHEN...

How will they know to reach out to you?

What medium should they use?

### THIS WILL BE A SUCCESS WHEN...

Make it measurable and time-boxed!

# EXAMPLE DELEGATED LEADERSHIP PROJECT

## PROJECT GOAL

Get product teams to see the value in our design system.

## PRO TIPS

- Communicate widely about your solution and wins (first our team, then other departments, leaders, etc.).
- Repetition of your messages might be necessary, and in multiple mediums!
- Divya in Marketing is great at giving feedback on slide decks and pitches.

I WILL SUPPORT YOU BY...	YOU SHOULD REACH OUT TO ME WHEN...	THIS WILL BE A SUCCESS WHEN...
<ul style="list-style-type: none"><li>• Advocating for your idea in meetings with upper management.</li><li>• Giving you feedback on your solution and slides when you want me to take a look.</li><li>• Removing myself as the point person on this project. When people ask me questions about it, I'll direct them to you.</li></ul>	<ul style="list-style-type: none"><li>• You are blocked for more than one day: message me on Slack.</li><li>• You're ready for some feedback: send me something to review via email and book 30 minutes on my calendar.</li><li>• (There should be at least 24 hours between when you send me the email and our meeting, so I have time to review!)</li></ul>	<p>By July 30, 75% of product teams are using the system for 90% of their new projects.</p>