**DELEGATION PLANNER**

This form is to be completed after a review of the manager’s role description and goals.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What** | **Why** | **Who** | **How**  | **When** | **Results** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |