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|  | **Delegation Checklist** |

This delegation checklist can be used for delegating tasks or receiving assignments.

What is the assignment? What is the deliverable?

How does the assignment fit into the larger legal matter? What’s the context?

What’s the scope of the assignment? Are there particular must-haves?

What resources are available? (e.g., precedents; existing research; other staff to assist)

When are the check-in points? How should we check in? (e.g., in person meeting;

online; email)

What’s the timing? What’s the agreed to deadline?

What else do I need to know? (e.g., client specific needs)

When will there be a debrief / constructive feedback? In what format?

What’s the next assignment? Step?