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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?