











The deadline for this piece of work is ...
The goals and objectives of the delegated work are ...
If the work is completed successfully the consequences are likely to be ...
If the work is not completed successfully the consequences are likely to be ...
The roles and responsibilities of the team member to whom I'm delegating are ...
The resources and equipment the team member will need to complete this task are ...
Within their delegated role the team member will have the authority to ...
However, they will not have the authority to ...

**SAMPLE**