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If you ever need to delegate a task, do this:

- 1) Outline the vision.
- 2) Share resources.
- 3) Describe your definition of done.

## 1. Vision

- a. In bullet form, give a few points on what you'd like accomplished.
- b. The following list will help prompt you.
- c. You don't have to answer all of these; this is just to inspire your thinking.
  - i. What do you want done?
  - ii. What's your vision for completion?
  - iii. Why are we doing this? (especially important for Fact Finders)
  - iv. When are we starting this task/project?
  - v. What are the milestones along the way?
  - vi. What's the ultimate, final, drop-dead deadline?
- d. Consider telling a story:
  - i. What are the stakes if this goes well?
  - ii. Poorly?
- e. IMPORTANT: Can you show a sample of success? A screencast, screenshot, picture, video, sound clip, link to website... something?

## 2. Resources

- a. List all the resources you think will be needed.
- b. Consider:
  - i. Access - online - website passwords
  - ii. Access -physical - keys to a building or room, login info for a computer
  - iii. Money needed, access to credit cards, PayPal accounts
  - iv. Expertise – "how to" courses, blog posts, training sessions
  - v. Expertise – consultants available to hire
  - vi. Manpower – team members, outside contractors
  - vii. Software
  - viii. Systems / Checklists
  - ix. Decision-Making Guidelines
  - x. Approvals and/or Authority
  - xi. Hours allocated to complete
  - xii. Equipment / Hardware
  - xiii. Storage - online or physical
  - xiv. Itineraries of people or events
  - xv. Language / translators

### **3. Definition of Done**

- a. What is the Acceptance Criteria for this project?
- b. What do you, the Delegator, need to see to "sign off" on this project?
  - i. To say, "Wow, this is successful!"
- c. Specifications of finished project; e.g.) image exported to JPG, 300 x 300 pixels
- d. Sign-offs required from management or client
- e. Storage of files after completion; e.g.) store both working file and exported files to Graphic Design > Banner Ads Dropbox folder: Clients > ABC Corp
- f. Double-check against related contracts
- g. Quality-Assurance Checklists created/completed/checked
- h. Important Dates highlighted
- i. Schedule created