DEVELOPER DELEGATION CHECKLIST

8 Things YOU TELL THEM

1. Outcomes you want to achieve, and what constraints they should be aware of

2. Why it is valuable and you need it

3. When you want it (date and time)

4. How you want it done, with specifics

5. What to do if they get blocked

6. How to ask questions

7. How you want them to deliver it

8. When you want an update on progress, and how often

5 Things YOU ASK THEM

1. What is the status of their current tasks, or their current workload

2. To describe what needs to be done back to you

3. Do they feel the task is achievable in the time frame needed, along with 0-100% confidence level

4. Do they feel the task will achieve the outcomes, or if they have other ideas

5. Write a plan, with brief estimate, if they are new to the task

4 Things YOU DO AFTERWARDS

1. Put a note on the calendar for when you will get your first update

2. Check in the next day to see if they are blocked, or when you will receive the plan

3. Each time you receive an update, give feedback and setup the next update date & time

4. Note the details of what, when and why the task was delegated to them