

Delegation brief workbook

Define one fictional delegated task. Clarify the output, inputs, decision authority and review arrangements before work starts.

Define the work

Task purpose and intended output

Deliverable format and included work

Required inputs and access

Decision boundary and confirmation route

Missing information and assumptions

Timing and dependencies

Agree support and review

Person completing the task and agreed role

Understanding check and questions

Support and communication route

Review point version and reviewer

Completion evidence and handover

Changes and next action

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. Use fictional examples. Do not enter passwords, recovery codes or restricted information in this document.