# Outsource/Delegate Task Template

## Task Information

### Task Description

* Briefly describe the task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Task Importance

* Why is this task important? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Desired Outcome

* What is the expected outcome? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Evaluation for Outsourcing/Delegation

### Criteria for Delegation

* Does the task require your specific expertise? (Y/N): \_\_\_\_\_\_\_\_
* Can the task be completed by someone else effectively? (Y/N): \_\_\_\_\_\_\_\_
* Will delegating this task free up time for higher-priority work? (Y/N): \_\_\_\_\_\_\_\_
* Is there a clear process or guideline for completing this task? (Y/N): \_\_\_\_\_\_\_\_

### Suitable Candidates

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name | Skills/Expertise | Availability | Fit for Task (Y/N) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Task Assignment

### Assigned To

* Name of the person/team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Resources Provided

* Documentation or Guidelines: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tools or Access Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Training or Support Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Deadline

* Task Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Monitoring and Follow-Up

### Check-In Points

* First Check-In Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Second Check-In Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Final Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Feedback and Support

* Provide regular feedback on task progress: \_\_\_\_\_\_\_\_
* Offer additional support if needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Task Completion

* Was the task completed on time? (Y/N): \_\_\_\_\_\_\_\_\_\_\_\_
* Was the quality of work satisfactory? (Y/N): \_\_\_\_\_\_\_
* Any issues or lessons learned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Final Notes

[Space for additional notes, observations, or future improvements]

Remember: Effective delegation and outsourcing allow you to focus on higher-priority tasks while ensuring that all work is completed efficiently. Use this template to delegate tasks with clarity and confidence.