

# DELEGATION CANVAS

Transfer ownership without dumping work or taking it back.

01

## CHOOSE THE HANDOFF

### OUTCOME OR RESPONSIBILITY

What complete outcome or recurring responsibility will they own?

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### WHY THIS MATTERS NOW

Why is this worth delegating at this point?

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### WHY THIS PERSON

What makes this a sensible handoff for them?

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### READINESS AND GROWTH

What can they already do, and what will stretch them?

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02

## DEFINE OWNERSHIP

### WHAT GOOD LOOKS LIKE

What result, quality, or measure will show success?

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### DECISION AUTHORITY

Which decisions can they make without approval?

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### CONSTRAINTS

What limits, standards, budget, or deadlines must hold?

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### PEOPLE AND RESOURCES

Who and what can they draw on?

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03

## SUPPORT WITHOUT TAKING BACK

### SUPPORT I WILL PROVIDE

What coaching, context, access, or air cover will you provide?

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### CHECKPOINTS AND WARNINGS

When will you check in, and what should trigger an earlier conversation?

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### COMPLETION AND DEBRIEF

How will you review the result and learning?

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### OWNERSHIP NEXT TIME

What should they own with less support next time?

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