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?

WHY THIS MATTERS NOW

Why is this worth delegating at this point?

WHY THIS PERSON

What makes this a sensible handoff for them?

READINESS AND GROWTH

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

02

DEFINE OWNERSHIP

WHAT GOOD LOOKS LIKE

What result, quality, or measure will show success?

DECISION AUTHORITY

Which decisions can they make without approval?

CONSTRAINTS

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

PEOPLE AND RESOURCES

Who and what can they draw on?

03

SUPPORT WITHOUT TAKING BACK

SUPPORT I WILL PROVIDE

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

CHECKPOINTS AND WARNINGS

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

COMPLETION AND DEBRIEF

How will you review the result and learning?

OWNERSHIP NEXT TIME

What should they own with less support next time?

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