

## Delegation Action Planner

Project Deadline 00/00/0000

Meeting Description	Dates & Notes
<b>Initial Plan and Discussion Meeting</b>	<b>Date</b>
<p>What does the final outcome look like?</p> <p>What does the (internal or external) customer expect to see when it is done?</p> <p>What is the deadline? What are the milestones?</p> <p>Is it essential that this be done on time?</p> <p>Who/what is relying on the outcomes?</p>	<b>Notes</b>
<b>Check-in Meeting</b>	<b>Date</b>
<p>Have there been changes to the proposed outcome?</p> <p>What progress has been made?</p> <p>What concerns, issues, or obstacles need to be addressed?</p> <p>What lessons have been learned?</p> <p>Is the task on track to be completed on time and on budget? Why, why not?</p> <p>Is help needed? What kind?</p>	<b>Notes</b>
<b>Final Meeting and Discussion</b>	<b>Date</b>
<p>Was the project completed on time and on budget? Why, why not?</p> <p>Did the outcome we deliver not meet, meet or exceed expectations?</p> <p>What lessons have been learned?</p>	<b>Notes</b>