Delegation Project Mandate

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| **DEFINE RESULTS** |
| Goal Statement *(What needs to be accomplished?)* |
| Success Criteria *(Timeframe and Milestones, Quality Standards, Impact of Success)* |
| **RESOURCES** |
| *Methods, Tools, Templates, Information Sources, Budget* |
| **AUTHORIZATION** *(define and/or provide examples)* |
| *Go Ahead* | *Discuss First* | *Discretionary Spending Limit* |
| **REPORTING SCHEDULE** |
| *When and how often?* | *Key Agenda Items* |
| **ASSESSMENT** |
| *To what degree were the objectives and intended results met?* |
| *What went particularly well?* | *How can we make sure that continues to happen?* |
| *What didn’t go well?* | *What can we do to make sure that doesn’t happen?* |
| *Action items to incorporate lessons learned.* |