Delegation Project Mandate

|  |  |  |  |
| --- | --- | --- | --- |
| **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.* | | | |