

**DELEGATION COMMUNICATION CHECKLIST**

<b>Owner:</b>	<b>Date:</b>	<b>Person Handing Off:</b>
<b>Project Priorities:</b>		
<b>Next Steps</b>	<b>Date Due</b>	<b>Next Follow up</b>
<b>Contingencies/ Potential Roadblocks:</b>	<b>Other People Who Need to Know:</b>	
<b>Your Concerns:</b>		