

Worksheet: Scoping a task using SPORT

The task to be delegated: _____

SPORT	Task Attributes
<p>S Situation / Context</p> <ul style="list-style-type: none"> • Why do I need you to do this? • How does it fit into the overall ministry context? 	
<p>P Purpose</p> <ul style="list-style-type: none"> • What is the objective of the task? 	
<p>O Output (or Outcomes)</p> <ul style="list-style-type: none"> • Expected outputs of the project (Quality and Quantity) 	
<p>R Resources</p> <ul style="list-style-type: none"> • What resources are available / expected (\$, support, time, prioritisation, check in / reporting) • Limits: legal, safety, authority, decision making 	
<p>T Time to completion</p> <ul style="list-style-type: none"> • Date expected for completion and any milestone reports / updates • Who will this be to and in what form? 	