



Project Clarity Form

Project Leader:

Start Date:

End Date:

Project Team Members:

Project Name:

Level of Delegation:

Level 1: Do exactly what I have asked you to do.	Level 2: Research the topic and report back.	Level 3: Make a decision and tell me what you did.	Level 4: Take care of it; make whatever decision you think is best.
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Project Purpose:

Description:

Desired Results:

Budget:

Exclusions:

Communication Frequency:

Expert Help/Resources: