

# PROJECT VISION CASTER™

ASSIGNED TO \_\_\_\_\_

DATE \_\_\_\_\_

ASSIGNED BY \_\_\_\_\_

BUDGET \_\_\_\_\_

DELEGATION LEVEL ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

VISION	
DESCRIPTION	Describe what you want to do in a sentence or two.
RATIONALE	Provide your reason(s) for doing it.
DETAILS	List the specifics of the project.

DETAILS	
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DELIVERABLES		
TIMELINE	Milestones	Date
OUTCOMES	Describe what winning looks like.	

**DELEGATION LEVELS**

- 1 Do exactly what I've asked.  
 2 Research and report back.  
 3 Research, present options, and make recommendation.  
 4 Make decision and report back.  
 5 Make whatever decision you think is best.