Group Work

Task Planning and Delegation: template for students

Use this template to support your planning and delegation of tasks during your group work. Making a copy for each member of your group will help everyone stay on track and be aware of what needs to be done.

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| **What?**  What needs to be done? | **Resources**  What resources are needed? | **When?**  How long will it take? When should it be completed by? | **Who?**  Who will be responsible for it? |
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