

VIRTUAL TEAM COLLABORATION & DELEGATION SHEET

CROSS-FUNCTIONAL WORKSTREAM ALIGNMENT, ASYNC DELEGATION & DELIVERABLE ACCOUNTABILITY

SPRINT / CYCLE: _____

PROJECT LEAD: _____

ASYNC CHANNEL: # _____

CYCLE END: ____/____/20____

ACTIVE WORKSTREAMS

____ Projects in Flight

DELEGATED DELIVERABLES

____ Action Items Assigned

CRITICAL BLOCKERS

____ Roadblocks Flagged

ON-TRACK VELOCITY

____ % Delivery Confidence

DONE	WORKSTREAM / SPECIFIC ACTION DELIVERABLE	DELEGATED OWNER	ACCOUNTABLE BACKUP	ASYNC ASSET / DOC LINK	DUE DATE	PRIORITY	STATUS
☐					____/____	URG / HIGH / MED	TODO / PROG / DONE
☐					____/____	URG / HIGH / MED	TODO / PROG / DONE
☐					____/____	URG / HIGH / MED	TODO / PROG / DONE
☐					____/____	URG / HIGH / MED	TODO / PROG / DONE
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☐					____/____	URG / HIGH / MED	TODO / PROG / DONE
☐					____/____	URG / HIGH / MED	TODO / PROG / DONE

CRITICAL DEPENDENCIES & WORKSTREAM ROADBLOCKS

☐ BLOCKER: _____ OWNER: _____

☐ BLOCKER: _____ OWNER: _____

☐ BLOCKER: _____ OWNER: _____

☐ BLOCKER: _____ OWNER: _____

KEY ASYNC DECISIONS & ARCHITECTURAL CONSENSUS AGREED

☒ DECISION: _____ SIGNOFF: _____

☒ DECISION: _____ SIGNOFF: _____

☒ DECISION: _____ SIGNOFF: _____

☒ DECISION: _____ SIGNOFF: _____