

Cross department evaluation worksheet¹

Use this worksheet for confirming and clarifying expectations in a matrix organization and/or where there are many interdependencies between and within business units.

Division/unit name:

Instructions

Step 1

For each division/unit that you depend on (agree these first), list key needs, deliverables, expectations, and success measures.

Step 2

Confirm with each of the divisions/unit that your expectations match theirs, (and each other's)

Division/unit	What do we need from this division/unit to do our job effectively?	What key deliverables/support/info Do we need from this division/unit?	What key expectations do we have of this division/unit?	Success measures
Division/unit #1				
Division/unit #2				
Division/unit #3				
Division/unit # 4				

¹ Adapted from: Downey, D. (2001) Assimilating New Leaders: The Key to Executive Retention. AMACOM