

## Cross department evaluation worksheet<sup>1</sup>

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				

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