

DECISION ALIGNMENT CANVAS

Frame the decision, test the options, and commit clearly.

01 FRAME THE DECISION DECISION QUESTION What single decision must be made? DECISION OWNER Who makes the final call after hearing input? DEADLINE When must the decision be made, and why? CONSTRAINTS AND PEOPLE What limits apply, and whose work or interests are affected?	02 TEST THE OPTIONS OPTIONS CONSIDERED What realistic options, including doing nothing, are on the table? DECISION CRITERIA What matters most when judging the options? EVIDENCE AND UNKNOWNNS What do you know, and what remains uncertain? TRADEOFFS, RISKS, DISSENT What does each option sacrifice, and what concerns remain?	03 COMMIT AND COMMUNICATE DECISION AND RATIONALE What was decided, and why did this option win? ACTIONS, OWNERS, DATES What happens next, who owns it, and by when? COMMUNICATION Who needs to hear what, from whom, and when? REVIEW OR REOPEN TRIGGER When will you review, or what evidence would reopen the decision?
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