

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?
