

Decision Rights Map

Team / initiative					[Team or initiative name]				
Week of					[Week starting date]				
Prepared by					[Name]				
Stored at					[Link or location]				
Decision statement	Boundary	Decision owner	Decision deadline	Required inputs (2-4)	Input deadline	Escalation if stuck	Reopen trigger	Record location	Impact note

Notes: [Add any context, constraints, or cross-team dependencies here.]

How to use

List recurring decisions and assign one owner, one deadline, and a clear rule for reopening.

Start with decisions that keep coming back. Pull them from last month's recurring meetings, escalations, and stalled approvals. Write each decision as a call that can be closed, not a theme.

Boundary values to use: priority, scope, date, quality bar, spend. If you cannot choose a boundary, the decision statement is usually too broad. Tighten the wording until it is a clear choice.

Assign exactly one decision owner. This person makes the final call by the deadline and owns the outcome. If two functions need protection, keep one owner and make the other a required input with a deadline.

Keep required inputs to two to four. Name roles, not committees. Set the input deadline earlier than the decision deadline so the owner has time to read and think.

Escalation is a backstop. Write who makes the final call if the owner cannot close by the deadline. Reopen trigger prevents endless re-arguing. Write it as evidence anyone can verify, not preference.

Record location is where people can find the final call. Keep it one place. Link the decision log row, the doc section, or the ticket.

Filled example

Decision statement	Boundary	Decision owner	Decision deadline	Required inputs (2-4)	Input deadline	Escalation if stuck	Reopen trigger	Record location	Impact note
Lock launch date for Release 3	Date	Product lead	Fri 3:00 PM	Marketing forecast; Eng risk; Ops capacity	Thu 12:00 PM	GM makes final call by Thu 5:00 PM	Forecast shifts 15%+ or critical dependency slips 2+ weeks	Decision Log row link	Date fixed; scope reduced; spend unchanged
Approve scope cut for Release 3 to protect the ship date	Scope	Product lead	Tue 11:00 AM	Engineering lead; Sales lead; Support lead	Mon 4:00 PM	GM by Tue 9:00 AM	Customer commitment changes or a blocker is found in a kept feature	Spec section link	Scope reduced; date protected; support load reduced

Keep the map small at first. Add rows only when you see repeat debates return. If you see reopening without new evidence, tighten the reopen trigger before adding more structure.