

Clarity Map - Decision Brief (Template)

Decision + Boundary
<p>Decision: Decide whether to <i>[option A]</i> or <i>[option B]</i> by <i>[date]</i>, given <i>[constraint]</i>.</p> <p>Boundary: Covers <i>[in-scope area]</i>. Does not cover <i>[out-of-scope area]</i>.</p>

What's causing it	What it's not
<ul style="list-style-type: none"> • <i>[Where the problem shows up]</i> (e.g., escalations, handoffs, scope, prioritization) • <i>[When/where decision reopen]</i> (pattern, not a one-off) • <i>[Change that added steps without removing any]</i> • <i>[Decision rights or handoff that is unclear]</i> 	<ul style="list-style-type: none"> • Not a <i>[tool/configuration]</i> issue • Not a <i>[headcount]</i> gap for today's mix • Not a <i>[vendor/SLA/third-party]</i> failure

Roles and authority
<ul style="list-style-type: none"> • Decider (one): <i>[role]</i> • Who can say no: <i>[role for capacity], [role for scope]</i> • Advisors: <i>[roles]</i> • Informed: <i>[roles]</i> • Escalation path + time: If <i>[trigger]</i>, escalate to <i>[role]</i>. Respond within <i>[time]</i>. • Enforcement rule: If <i>[rule is bypassed]</i>, <i>[action]</i>.

Next right decisions (1-3)		
<p>Decision: <i>[statement]</i></p> <p>Owner (role): <i>[role]</i></p> <p>By: <i>[date]</i></p> <p>How we'll know it worked: <i>[behavioral outcome within time window]</i></p>	<p>Decision: <i>[statement]</i></p> <p>Owner (role): <i>[role]</i></p> <p>By: <i>[date]</i></p> <p>How we'll know it worked: <i>[behavioral outcome within time window]</i></p>	<p>Decision: <i>[statement]</i></p> <p>Owner (role): <i>[role]</i></p> <p>By: <i>[date]</i></p> <p>How we'll know it worked: <i>[behavioral outcome within time window]</i></p>

Next 14 days	
<p>Day 1-2: <i>[first steps / confirm owners & rules]</i></p> <p>Day 3-7: <i>[pilot / retire duplicate steps]</i></p> <p>Day 8-14: <i>[review proof; keep what held; adjust what slipped]</i></p>	<p>Risks if unchanged: <i>[time, margin, trust costs likely in 60 days]</i></p> <p>Review on: ____ / ____ / ____</p>