PRACTICAL RESOURCE

Strategy Execution Decision Canvas

A short, fillable worksheet for turning a management question into a decision, a clear owner, and the next accountable action.

USE IT WHEN

A strategic priority, project issue, operating concern, or cross-functional dependency needs a decision rather than another update. The canvas helps a team make the decision boundary visible before work expands.

1 Frame the question

Name the decision, why it matters now, and what is inside or outside the decision boundary.

2 Make trade-offs visible

Record the outcomes, options, assumptions, constraints, dependencies, and material risks.

3 Commit the next action

Agree the owner, decision date, review point, and the evidence needed to move forward.

WORKING PRINCIPLES

- Use plain language. A colleague should be able to understand the decision without attending the meeting.
- Separate facts, assumptions, and preferences. Do not treat an untested assumption as settled evidence.
- Name a decision owner. A group can inform a decision, but accountability needs a clear holder.
- Finish with one next action and a review date. A canvas without a commitment is only a note.

Before you start

Invite the people who own the outcome, the constraints, and the information needed for the decision.

FILLABLE WORKSHEET

Make the decision executable

Complete the fields below in the meeting or after a focused review. Save a copy with the project or operating record so the decision can be revisited at the agreed review point.

1. DECISION TO MAKE

One sentence

2. DECISION OWNER

Role or name

3. DECISION DATE

Date or decision gate

4. WHY NOW

Trigger, consequence, or opportunity

5. INTENDED OUTCOME

What changes if this decision is made well?

6. OPTIONS AND TRADE-OFFS

Include the option not to act

7. ASSUMPTIONS, EVIDENCE, AND UNKNOWNS

What needs checking before commitment?

8. DEPENDENCIES, RISKS, AND DECISION BOUNDARY

What could change the decision or block delivery?

9. NEXT ACCOUNTABLE ACTION

Owner, action, and review point