Decision Ownership Worksheet

Choose one recurring decision and agree on how it will be handled

Complete this with the person who will own the decision. Start with routine work they are equipped to handle. Use the Owner Dependence Checklist if you need help choosing a starting point.

Business and date

What recurring decision will move to this person

Who will own the decision and who will provide backup

What outcome must the decision protect

What may this person decide without additional approval

What limits apply to spending, staffing, service or commitments

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Agree on support and review

When must the person consult someone and who should they contact

What information, access, training or workload changes are needed

Start date and review date

What will we review to judge whether this is working

What happened during the trial and what should change

Other issues you would like to discuss

Bring this worksheet to a free 45 minute strategy call if you would like help clarifying responsibilities or improving follow through.