FRAMEWORK 1

Decision-Making Authority Matrix

PURPOSE: *Decide who should make this decision, and how involved you should be, before anyone starts weighing in.*

Decision: *One sentence*	**Manager:** *Enter name*	**Date:** *MM/DD/YYYY*	**Needed by:** *MM/DD/YYYY*

HOW TO USE THIS FRAMEWORK

Not every decision is yours to make alone, and not every decision belongs to the team. This matrix sorts a decision into one of five types so you know your level of involvement before the conversation starts.

Use it whenever a decision is coming up and people are unsure who decides. Classify the decision, tell the team which type it is, then run the process that matches.

THE FIVE DECISION TYPES

Type	When to use	How to communicate it
Type 1: You decide and announce	Urgent, no time for input. Your specific authority or expertise is required. Within your clear mandate. Input wouldn't change the outcome.	"Here's what I've decided and why."
Type 2: You decide after input	You want diverse perspectives. Others have relevant expertise or context. Decision affects multiple people. You are the final decision-maker but value input.	"I want your input on X. I'll make the final call after hearing from everyone."
Type 3: Team decides together (consensus)	Team buy-in is critical for execution. No single right answer; trade-offs exist. Team has the expertise to decide well. You can live with any reasonable outcome.	"We'll decide this together. Everyone's voice matters equally."
Type 4: Delegate the decision	Someone else has better context or expertise. It's a development opportunity. You trust their judgment. The decision is within their scope.	"This is your call. Here are the constraints. Let me know what you decide."
Type 5: Escalate up	Decision exceeds your authority. Impacts outside your team. Requires resources you can't control. Significant risk or visibility.	"I'm escalating this to [person] because [reason]."

CLASSIFY THIS DECISION

Is it urgent?	*Is there time for input, or not?*
Whose expertise or context is needed?	*Yours, someone else's, the whole team's*
Who does it affect?	*Just you, your team, other teams, the organization*

Is it within your authority?	*Clearly yours / within someone else's scope / exceeds your authority*
Would input change the outcome?	*Yes / No, and why*
Could you live with any reasonable outcome?	*If yes, consensus or delegation may fit*

THE DECISION TYPE

Tick one. Then tell the team which type it is before the discussion begins.

- ☐ Type 1: I decide and announce
- ☐ Type 2: I decide after input
- ☐ Type 3: Team decides together (consensus)
- ☐ Type 4: I delegate the decision to: _____
- ☐ Type 5: I escalate to: _____

THE DECISION TYPE — NOTES

WHAT TO SAY

> "Let me be clear about how we're approaching this decision: *[state the type]*. I want you to know where we stand so you can engage appropriately."

EXAMPLES

Type 1: "Due to the outage, I'm pulling Jason off Project X to help with recovery."

Type 2: "Should we prioritize Feature A or Feature B this quarter?"

Type 3: "What team norms do we want for our meetings?"

Type 4: "Sarah, you decide which database to use for this service."

Type 5: "This requires budget approval from my boss."

> **Pro Tip:** Be explicit about which type of decision you're making. Nothing frustrates teams more than thinking they're deciding when you've already decided, or thinking you're deciding when you want consensus.