Issue / Proposed Solution Template

Async decision-making for leadership teams

Context: I adapted and rolled out this format so leaders brought decisions, not just problems.
Credit: the Issue / Proposed Solution format and Type 1 / Type 2 decision framing come from The Mochary Method (Matt Mochary) and Jeff Bezos's Type 1 / Type 2 decision model. Adapted here for team use.

Header

Field	Entry
Issue name	
Proposer	
Decision type (1 = irreversible, 2 = reversible)	
Decision-maker	
Decision needed by	
Time to read and comment	
Time to read, discuss, and decide	

Issue

State the problem.

What I Did to Help Create This Situation

Make an honest effort to name how you contributed. When you do, others won't feel blamed, and you'll likely see how to unwind the problem yourself.

Proposed Solution

Write out the actions, a DRI (directly responsible individual) for each, and a due date.

Don't list options. Write what you would do if you had to decide alone. A clear proposal is much easier for everyone to react to.

Video

Record a short video or audio walkthrough and link it here.

- **Why video?** Hearing the issue conveys nuance and emotion that writing misses.
- **Why not only video?** Writing clarifies your thinking and is faster to consume.

- **Why not a live meeting?** You can, but async lets people respond thoughtfully instead of in real time.

Comments

If you agree, mark +1. If not, write your own proposed solution. The decision-maker doesn't comment here (avoids the "loudest voice in the room" problem).

Person	Comment

Decision

The decision-maker reads every comment and thanks each author. If there's enough information, they write the decision. If not, they list open questions, who answers each and by when, and the date they'll decide.

Actions

Action	DRI	Due date

Commit

Do you commit to the decision? Mark +1. It's fine to disagree and commit. Only mark otherwise if you truly can't commit.

Person	Commit

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