Five Decisions Worksheet

Define Problem, Product, People, Production, and Proof for one workflow.

For: Domain leaders and delivery partners | Use when: When turning an idea into a shared brief | Suggested time: 25 minutes

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Use synthetic or authorized information. Keep sensitive work in approved tools. A named person owns each decision. These tools support discussion and planning; they are not validated assessments.

Make the five decisions

An editable companion to the SIOP worksheet. Use one workflow and keep the first result small.

1. Problem

What happens now, where does it break, who feels the cost, and what should improve?

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2. Product

What must be produced, what is the smallest useful result, and what is excluded?

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3. People

Who uses, contributes expertise, approves, builds, and owns it?

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4. Production

What sources and access are required? How do reliability, errors, support, and maintenance work?

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5. Proof

What evidence would make you continue, change, expand, or stop?

Next useful step

Name one action, owner, review date, and delivery route.

Completed companion example

All organizations, workflows, numbers, and results in these examples are fictional and provided for learning. Targets are proposed decision criteria, not validated standards or promised outcomes.

1. Problem

Analysts search inconsistent leave-policy documents and rework routine answers.

2. Product

A cited draft or escalation. Exclude eligibility decisions and automatic sending.

3. People

Analyst uses; specialist reviews; platform partner builds; service-desk lead owns.

4. Production

Approved synthetic corpus first; current policy versions; exception handling and manual fallback.

5. Proof

Compare total handling effort and quality; stop for unauthorized actions or missed eligibility escalation.

Next useful step

Borrow specialist support for a synthetic test; lead reviews in two weeks.

Original guide: https://builtinto.work/resources/five-decisions