

DECISION & OWNERSHIP MAP

Clarifies who decides and who owns each charter-critical item so work can move.

How to use

- Use this only for charter-critical decisions and artifacts that can stall the project if ownership is unclear.
- Assign one named Decision Owner (the person who makes the call) and one named Work Owner (the person who drafts or builds).
- Keep Reviewers tight. Reviewers advise and check; the Decision Owner decides. Target 1 to 3 reviewers.
- Define Due as the date the decision or artifact must be ready, not a vague milestone.
- Write Done When (Acceptance) as testable criteria. If it cannot be checked, it is not done.
- Keep the list short (typically 8 to 15 rows). If the list grows, split into phases or create a separate project plan.

Template

Enter only the items that require clear decision rights, ownership, and acceptance.

Decision / Artifact	Decision Owner	Work Owner	Reviewers	Due	Done When (Acceptance)