

Portfolio Priority & Tradeoff Canvas

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Initiative name _____	Owner _____	Facilitator prompts _____ 1) What outcome are we buying, and for whom? 2) What is the Cost of Delay if we wait 1-2 quarters? 3) What are the hard dependencies/constraints? 4) What must we stop or pause to fund this? 5) What decision will we make today, and by when?
Outcome statement (measurable) _____		
Who benefits _____	How we'll know (success signals) _____	
Cost of Delay <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low <i>Justification:</i> _____		
Effort / Complexity <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low		
Dependencies & constraints (teams, vendors, compliance) _____		
Risks & assumptions (top 3) 1 _____ 2 _____ 3 _____		
What we will stop/pause to do this (explicit tradeoff) _____		
Decision needed (Approve / Defer / Split / Stop) + Date <input type="checkbox"/> Approve <input type="checkbox"/> Defer <input type="checkbox"/> Split <input type="checkbox"/> Stop <i>Date:</i> _____		