

Actionable feedback framework

Date _____

Project _____

Outcome

What is the result we're aiming for / the need we're meeting / the problem we're solving?

Measurement

How are we measuring the outcome? What are the key indicators, even if we don't know what 'success' looks like yet?

Options Write down, visualise or link to options. There must be at least two, they have to be different and they have to be genuinely feasible.

Decision

Which option are we going with? Why? Give the rationale.

Get feedback on this!

Constraints

Are there relevant constraints? Do these rule out any otherwise obvious approaches?