FIND MY KETTEI

ONE DECISION · 5 TESTS · 10 STATEMENTS

The decision · *one your organisation approved this year, in one sentence*

Approved on _____

STEP 1 · IS IT A DECISION KETTEI GOVERNS? *Tick each line that applies.*

- ☐ A point of no return lies ahead of it.
- ☐ Other decisions rest on it, or it rests on others.
- ☐ It will stand for longer than a quarter.
- ☐ It is consequential.
- ☐ It rests on assumptions that can change.

2 or more ticks: it is a steering decision. Go on to Step 2. Fewer than 2: it is operational and stays off the Watchlist. Choose another decision.

STEP 2 · THE 7 PROPERTIES

		Not in place	*Partly*	*In place*
1	**Owner.** One named person answers for whether this decision still holds.	☐	☐	☐
2	**Reversibility.** We have rated how hard this decision is to undo, and named its point of no return.	☐	☐	☐
3	**Lifecycle state.** The decision has a recorded state today, and its last change is recorded with a date, a name and the evidence.	☐	☐	☐
4	**Coupling.** We have listed what this decision depends on and what depends on it.	☐	☐	☐
5	**Scope.** We have written what this decision covers, what it leaves out and what authority it delegates.	☐	☐	☐
6	**Abort criteria.** The observable conditions that would stop this decision were written before the work began.	☐	☐	☐
7	**Validity boundary.** The assumptions it rests on are written down, with a date for a review regardless and the triggers that would force an earlier one.	☐	☐	☐

IN FLIGHT

		Not in place	*Partly*	*In place*
8	**Watchkeeping.** The decision is read against its triggers on a regular clock, inside a meeting we already hold.	☐	☐	☐
9	**The cord.** A person who sees a trigger can raise it, and the Owner answers.	☐	☐	☐
10	**The record.** What was decided, why, and what was known on the day are on one dated page.	☐	☐	☐

In place _____ of 10

A decision missing any one of the 7 properties is still ungoverned. If statement 1 is Not in place, start there: the Owner role may not be left vacant. Then take the lowest statement.

One move for each statement, and Kettei Sea Trials: www.kettei.co.nz/find-my-kettei/

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