Decision and Coordination Canvas

Walk through a real case. Clarify decision authority, preserve context through handoffs and identify a useful change.

Case / workflow	Canvas / revision	Linked records	Decision owner	Facilitator / participants	Date

01 Outcome and scope

State the decision or workflow, intended outcome, affected people, start and end points, exclusions and constraints.

02 Decision authority

Who may decide what? Record the authority source, limits and consultation required. Distinguish the decision maker from the person responsible for acting.

03 Context and rationale

What knowledge informs the decision? Which evidence, assumptions and reasoning must be retained? Link the current source and any Knowledge Map.

04 Handoffs and dependencies

Record the actual sequence and where work waits, changes owner or depends on another team. Add source references for important gaps.

Decision or handoff	Decision maker, actor and next recipient	Required context and output	Completion condition or exception

05 Exceptions and recovery

What triggers escalation, who resolves it and what is the fallback? How does work resume? Explain how people can challenge or correct a decision.

06 Observed gaps and explanations

Where is context, ownership or momentum lost? Cite cases, distinguish observation from interpretation, and consider other possible causes.

07 Actions and review

Choose an improvement or investigation. Record owner, due date, prerequisite, completion evidence, review measure and date. Link the Practice Review and evaluation record.

Record sources and dates. Separate observations, interpretations and unknowns. Mark Not applicable with a reason.

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