Trade-offs

How to use this worksheet

1. With your team, brainstorm the different factors you could optimize for when making decisions about your project. Things like budget, timing, scalability, or a delightful user experience, for example.

2. Discuss and agree on how important each factor is and put a mark at the appropriate spot on the sliding scale.

3. Note where your priorities may involve making trade-offs. (If you're on a tight and inflexible timeline, you might have to compromise on the project's scope or quality.)

4. Discuss and agree on how you'll handle these trade-offs, and adjust your sliding scales accordingly.

Decision making

WHAT COULD WE OPTIMIZE FOR?	HOW IMPORTANT IS IT?
	Not important ———————— Critical
	Not important ———————— Critical
	Not important ———————— Critical
	Not important ———————— Critical
	Not important ———————— Critical

Congratulations! Now that everyone knows what to optimize for vs. where to be flexible, you and your project team are set up to make most of those small, every-day decisions autonomously. Bye-bye, bottlenecks.

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