

IMPACT / EFFORT MATRIX

Define the question before filling the canvas. Use a separate copy for a different scenario or decision.

01 / SCOPE, QUESTION & DATE

What decision should this work support? What is inside the boundary?

HIGHER IMPACT / LOWER EFFORT

Candidate to explore first; check the assumptions.

HIGHER IMPACT / HIGHER EFFORT

Consider scope, dependencies and staged learning.

LOWER IMPACT / LOWER EFFORT

Check whether this work merits attention now.

LOWER IMPACT / HIGHER EFFORT

Challenge the rationale before committing.

BELOW THE SURFACE

A quick win can borrow effort from someone else. Record reasoning before committing to the next step.

OUTCOME & HORIZON

What does impact mean here, and for whom?

EFFORT BOUNDARY

Include delivery, maintenance and support work.

UNCERTAIN OPTION

Which estimate could move and why?

DEPENDENCY CHECK

How does placement change if the assumption is wrong?

DECISION & RATIONALE

Implement, investigate or defer? Record the reason.

OWNER / REVIEW TRIGGER

Who acts next and what would reopen the decision?