

# Metric Alignment Workshop Agenda & Decision Log

## Domain Methods

Use this before another planning cycle turns into a debate about whose number is real. The goal is not to pick one universal KPI. The goal is to decide which definition belongs to which business decision.

### 1. Pre-work request

Ask each team for: current definition, source system, trusted report, main decision supported.

Also ask: what do you believe is wrong or incomplete about the other team's version?

Priority metrics for this session: \_\_\_\_\_

### 2. 90-minute agenda

0-10 min Frame the decision and the cost of staying misaligned

10-25 min Put competing definitions side by side without smoothing them over

25-45 min Fill in the decision table for the top 1-3 disputed metrics

45-65 min Decide canonical definitions, acceptable alternate uses, and open caveats

65-80 min Assign system fixes, owners, and review date

80-90 min Draft the rollout note for the broader team

### 3. Decision log

Metric label: \_\_\_\_\_

Business decision supported: \_\_\_\_\_

Canonical definition + reporting window: \_\_\_\_\_

Allowed alternate use cases: \_\_\_\_\_

System of record: \_\_\_\_\_

Confidence needed: directional / decision-grade / board-grade

Owner for future changes: \_\_\_\_\_

Open caveats / follow-up fixes: \_\_\_\_\_

### 4. Conflict prompts to keep the room productive

Is this disagreement really about use case, timing, or ownership rather than arithmetic?

What breaks if we treat this number as more official than it actually is?

Which exclusions need to be named before this definition can be trusted?

Does one team need a local metric that should never appear in leadership reporting?

### 5. Rollout note

Starting this quarter, the official metric for \_\_\_\_\_ is \_\_\_\_\_.

It is sourced from \_\_\_\_\_ and defined as \_\_\_\_\_.

Related metrics remain valid for \_\_\_\_\_, but not for \_\_\_\_\_.

Known caveats: \_\_\_\_\_. Owners: \_\_\_\_\_. Next review date: \_\_\_\_\_.

If the workshop keeps surfacing the same number fight every month, move into Three Teams, Three Numbers. If the definitions are clear but the systems underneath are brittle, the follow-on work is usually Revenue Analytics or Data Foundation.