

## Request-to-Decision Intake Worksheet

### Domain Methods

#### WHAT THIS WORKSHEET IS FOR

Use this sheet to turn one fuzzy analytics ask into a decision-ready brief before the wrong dashboard, model, or cleanup project gets scoped.

#### 1. CAPTURE THE PRESSURE WITHOUT TREATING IT AS SCOPE

- What did the stakeholder actually say? \_\_\_\_\_

- What feels urgent right now? \_\_\_\_\_

- Which part sounds like pressure, not a requirement? \_\_\_\_\_

#### 2. NAME THE DECISION

- What decision should get easier, faster, or less political? \_\_\_\_\_

- What happens if we do nothing this cycle? \_\_\_\_\_

- Who is the real decision-maker? \_\_\_\_\_

#### 3. DEFINE THE METRIC OR EVIDENCE

- Which number, threshold, or comparison matters most? \_\_\_\_\_

- What evidence would make the room trust the answer? \_\_\_\_\_

- Which source system or definition still needs naming? \_\_\_\_\_

#### 4. SET THE CONFIDENCE BAR

- Is the answer directional, decision-grade, or board-grade? \_\_\_\_\_

- What caveat is acceptable right now? \_\_\_\_\_

- What caveat would break the meeting or decision? \_\_\_\_\_

#### 5. PICK THE ARTIFACT

- What is the narrowest honest output: brief, dashboard, board pack, alert, or workflow rule?

- Why is that artifact better than the default dashboard request? \_\_\_\_\_

## 6. ASSIGN OWNER AND CADENCE

- Who owns the answer after it ships? \_\_\_\_\_

- Which meeting, workflow, or review cadence will use it first? \_\_\_\_\_

- What action should change once the answer exists? \_\_\_\_\_

## 7. CALL THE NEXT MOVE

- Best next move: translation sprint, metric alignment, scoped cleanup, or build

- Biggest unresolved risk if we start too early: \_\_\_\_\_

- What still needs to be answered before work starts? \_\_\_\_\_

## NEXT STEPS

- Translate the Ask when the pressure is real but the request is still mixed together.

- Use Three Teams, Three Numbers when the intake reveals a cross-team definition fight.

- Use Data Foundation if the brief already points to brittle source logic or warehouse debt.