Use this framework to craft a clear proposal and sharpen your thinking around the relevant background, facts, assumptions, constraints, and potential risks that led to it. This format serves to speed up decision processing. You do not have to use every section of this framework if it feels unnecessary or too heavyweight. Use it as a guide to help when and where needed.

DEFINE THE OPPORTUNITY / PROBLEM / TENSION

What are we solving for? What do you need? Be very specific. One tension/opportunity per proposal and vice versa.

RELEVANT BACKGROUND

In a few sentences, what context do we need to understand the proposal and situation?

PROPOSAL

What course of action do you propose to address the tension?

FACTS	ASSUMPTIONS
What do we know? (Key data points, constraints, criteria, etc.) ❑	*What assumptions are we making? Information gaps?* ❑
CONSTRAINTS	**RISKS**
What constraints exist and must be considered? Non-negotiables? ❑	*What are the risks if a key assumption is wrong? Vulnerabilities?* ❑
IMPACT & DEPENDENCIES	**DECISION-MAKER(S)**
What is the potential impact on the system, other roles, or people? What about second or third-order effects of this proposal?	*Which person, role, or group has the authority to make this decision? (aka, Who should have input, or the opportunity to consent or object?) Use your answers to guide who you invite to a decision meeting or involve in an advice process.*

If you are proposing an experiment (a time-bound change to better understand impacts), complete these fields as well:

HYPOTHESIS

What premise or assumption are you testing? What are you expecting to happen? Feel free to complete the format below or write your own.

I anticipate that if we [enter action or change here], then [desired effect(s)] will happen.

LEARNING METRICS	DURATION
How will we know if it was beneficial or harmful? What stories do you expect to hear?	*How long will the experiment last? When will you conduct a retrospective to collect perspectives and learning? Tip: Most successful experiments last ~1-16 weeks.*