

Delegation & Decision Rights Matrix

A lightweight tool for who's responsible, who decides, and who just needs to know, so decisions stop bottlenecking at the owner.

For each decision, mark who is **R**esponsible (does the work), **A**ccountable (owns the outcome), **C**onsulted (input needed first), and **I**nformed (told after).

DECISION / TASK	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
Hiring a new employee				
Approving purchases under \$500				
Approving purchases over \$500				
Setting pricing				
Handling a customer complaint				
Approving time off				

Questions To Ask While Filling This Out

1. Where does everything currently funnel back to the owner, even for small decisions?
2. What decisions could someone else make today if they just had clear authority to?
3. Are there decisions where too many people think they're "accountable," causing confusion?

Once Filled Out

- ☐ Shared with everyone listed, not just kept in a drawer
- ☐ Revisited when someone's role changes or a new position is added