Decision-Making: Pros, Cons, and Mitigations

Have tough decisions coming up, like launching a new program, making a close-call hire, or changing your strategy mid-stream? Use the simple table below! Along with pros and cons, spelling out mitigations can get you and your team beyond “either/or” thinking and help you come up with better approaches. It also makes it easier for a much broader range of voices—including across differences in identity and position in your organization—to contribute to decisions. Full disclosure: we adapted this tool from First Round. Read more about it in their article, [This Matrix Helps Growing Teams Make Great Decisions](https://review.firstround.com/this-matrix-helps-growing-teams-make-great-decisions).

# Template

|  |  |  |  |
| --- | --- | --- | --- |
| **Option***Add more rows as needed* | **Pros***Actual or potential upsides* | **Cons***Downsides, costs, risks* | **Mitigations***Ways to minimize the downsides or risks* |
| **Option 1** |  |  |  |
| **Option 2** |  |  |  |

# Sample

|  |  |  |  |
| --- | --- | --- | --- |
| **Option** | **Pros***Actual or potential upsides* | **Cons***Downsides, costs, risks* | **Mitigations***Ways to minimize the downsides or risks* |
| **Keep current office space** | * Cheaper!
* Less hassle—no need to pack up
* Easy commutes
 | * Gloomy appearance isn’t great for staff recruitment
* Two more hires and we run out of room
 | * Shift to rotating desk system—we’re rarely all here on the same day
* Create a “spillover” fund so we can rent temporary (day rate) space when needed
* Set aside small pool of $ to invest in sprucing up the office!
 |
| **Move to larger space** | * Brighter space, boost to morale!
* Lots of room to grow
 | * Locks us into a big expense
* Not sure how fast we’ll grow
* Slightly harder commutes
 | * If we do move, seek subtenants for first 2 years, at least
* Create taxi fund to reimburse staff when they have to work late
* Schedule move to happen after board meeting
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