



# Decision Filter Worksheet

How discovery helps you build the right product

Decision filters are simple yes/no questions that help teams do the smart stuff better and stop doing the stupid stuff. They translate strategy into a portable tool anyone on the team can use without escalation.

## What Makes A Good Decision Filter

A good filter...	A bad filter...
✓ Is answerable yes or no	✗ Requires judgment or grading to apply
✓ Reflects strategic direction or desired outcomes	✗ Describes quality standards ('make it good')
✓ Distributes decision making — anyone can apply it	✗ Requires the sponsor or VP to make the call
✓ Is specific enough to filter out bad ideas	✗ Is so broad that everything passes
✓ Works with other filters without conflict	✗ Conflicts with or duplicates another filter

### A note on multiple filters

Ideally, you have only one decision filter for evaluating ideas at any given level (Strategic, Initiative, Delivery). If you add a second, it's best if you use it for ensuring an idea stays within specific guardrails.

## Creating Your Decision Filters from a Problem Statement

Your fourth problem statement component ('a successful solution would...') is your starting raw material. Convert those outcomes into decision filters.

### My 'a successful solution would' statement:

*Copy from your problem statement*

### Candidate decision filters (generate as many as you can, then narrow to 1-2):

*Write all candidate decision filters here. Don't filter yet*



## My Decision Filters (FINAL)

Filter 1	
Filter 2	

## Test Your Filters

List 3–5 backlog items or feature requests. Apply each filter and mark Yes or No.

Feature / Idea	Pass all filters? (Y/N + notes)

## EXAMPLE FILTERS (REFERENCE)

### Online university (Strategy level):

- "Does this promote personalized learning?" + "Does this promote competency-based learning?"

### Conference session system (Initiative level):

- "Will this help us have a community-based submission process?"

### Conference session system (Delivery level):

- "Will this help us receive submissions and provide reviews?"

*Note how the filters become more specific as you move from Strategy to Delivery. Each level inherits from the one above.*