

REUSABLE TEMPLATE

Leadership Review Agenda

A reusable decision-oriented leadership review

Before the review

Prepare only evidence that clarifies outcome health, risk, tradeoffs, or decisions. Do not create a status-reporting layer.

Agenda

1. Outcome health — 10 min What changed in the outcomes that matter?
2. Current reality — 15 min What do customer, execution, engineering, and organizational signals indicate?
3. Risks and obstacles — 10 min What threatens success and where should leadership intervene?
4. Decisions — 20 min What choices are required? Who owns them? What evidence is sufficient?
5. Commitments — 5 min Confirm actions, owners, next evidence, and review date.

Decision record

Decision	Owner	Rationale / evidence	Next review

Use note: Proposed ODM workshop material. Adapt to context. Do not use to rank individuals or teams.