

MOVVO

OPERATIONS TEMPLATE SHOP

PAID TEMPLATE GUIDE

Decision Rights Matrix

Use the workbook to make one operating problem visible and actionable.

A short implementation guide for founders, COOs, and operations leads.
Use with the matching MOVVO workbook.

Included: setup checklist, tab guide, operating rules, review cadence

What this template fixes

Decision rights are often invisible until work gets stuck. This matrix shows who owns recurring decisions, when approval is needed, and what should trigger escalation.

- Work from a small set of real examples before trying to standardize everything.
- Use owners and dates as the test of whether the template is producing action.
- Remove rows that do not change decisions, delegation, or follow-through.

The rule

The workbook should reduce ambiguity, not become another reporting artifact.

How to use it

Do not map every decision in the company. Start with the 10 to 15 decisions that repeat, delay work, or keep returning to the founder.

Boundary rule

A decision owner needs a boundary. Without a boundary, the owner will either over-escalate or make choices the company does not trust.

Review cadence

Review the log every two weeks. If the same decision keeps escalating, the matrix is not clear enough yet.

30-minute setup

Minute	Action	Output
0-5	Open Start Here and fill the setup fields.	The workbook has context.
5-15	Replace sample rows with real current examples.	The problem becomes concrete.
15-24	Name owners, boundaries, actions, and due dates.	The workbook creates accountability.
24-30	Schedule the next review and choose one change to test.	The template enters the operating rhythm.

Do not overbuild the first version

The first pass should feel slightly too simple. Add complexity only after the team repeats the workflow and asks for a specific improvement.

Workbook tab guide

Tab	Use it for	Update cadence
Start Here	Setup fields, workflow reminders, and first-pass instructions.	Once, then monthly.
Main dashboard	The live operating view for the core problem.	Every review.
Action tab	Owners, due dates, handoffs, and next steps.	During review.
Review log	History of what changed and what still repeats.	Weekly or biweekly.
Lists	Dropdown values used by the workbook.	Only if your terminology changes.

Implementation checklist

- The workbook has no more than 10 real rows in the first pass.
- Every row has one accountable owner.
- Every high-risk row has one next action.
- Every action has a due date or check-in date.
- The first review date is on the calendar.
- The owner knows what decision or behavior should change this week.
- The workbook has been saved as the working team copy.
- The original template file remains clean for future duplication.

Support: support@globalmovo.com
Product page: globalmovo.com/templates