Systems Awareness Grid

A worksheet for seeing the wider effects of your work before they become downstream problems.

Use this tool for an active project, a change effort, or a recurring problem. Strong leaders do not only react to what is visible in front of them. They learn to see the system around it.

Project or issue

Describe the project, decision, or challenge you want to map.

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Systems scan

Area	Questions to consider	Your notes
Upstream inputs	What people, data, approvals, or processes feed this work?	
Downstream effects	Who or what will feel the impact next?	
Cross-functional impact	Which offices or teams are touched indirectly?	
Risks	What could go wrong if assumptions are wrong or timing slips?	
Resources	What budget, staffing, time, or tools are involved?	
Public trust	How might this affect confidence, fairness, or transparency?	

Two-level impact statement

Immediate impact:

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System impact:

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