

The One-Month Org Design Pilot

A Step-by-Step Guide to Role Clarity, RACI Mapping & Weekly Cadence

ABOUT THIS GUIDE

This guide gives you a practical, week-by-week roadmap to run a 30-day organizational design pilot in your team or organization. You do not need to overhaul your structure, hire consultants, or schedule a two-day offsite. You need clarity, a simple decision framework, and 30 minutes a week.

By the end of this pilot, your team will experience faster handoffs, fewer approval bottlenecks, and a noticeable increase in throughput — all from three focused changes.

WHAT YOU WILL ACCOMPLISH IN 30 DAYS

- Week 1 — Clarify Roles: Everyone knows what they own and what they don't
- Week 2 — Map a RACI: Key decisions have clear ownership and no more bottlenecks
- Week 3 — Launch Weekly Cadence: A 30-minute blocker review becomes your team's superpower
- Week 4 — Assess & Sustain: Measure what moved, lock in what worked

BEFORE YOU BEGIN

Set yourself up for success by answering these questions before Week 1:

| QUESTION | YOUR ANSWER |
|---|-------------|
| How many people are on your team? | |
| What are the top 3 areas where decisions stall? | |
| Who is currently being bottlenecked most? | |
| What does success look like at Day 30? | |
| Who will champion this pilot with you? | |

THE 30-DAY PILOT

WEEK

CLARIFY ROLES

THIS WEEK'S ACTIONS

- List every major function or workstream in your team/organization
- For each function, assign ONE person as the primary owner
- Identify any functions with no clear owner — these are your biggest risk areas
- Identify any functions with multiple owners — resolve the overlap
- Document the role map in a shared, visible format (doc, whiteboard, or spreadsheet)
- Share the role map with your team and invite questions

SUCCESS LOOKS LIKE

Every function has exactly one named owner. The team has reviewed and agreed on the map.

WEEK

MAP A RACI

THIS WEEK'S ACTIONS

- Identify your 5-7 most critical recurring decisions or process areas
- For each decision, assign R (Responsible), A (Accountable), C (Consulted), I (Informed)
- Rule: Every decision must have exactly ONE Accountable person
- Rule: Every decision must have at least ONE Responsible person
- Review for bottlenecks: Is one person Accountable for everything?
- Share the completed RACI with your team — discuss any disagreements openly
- Post or circulate the RACI so it is accessible to all team members

SUCCESS LOOKS LIKE

The RACI is complete, shared, and the team understands their roles in each decision.

WEEK

LAUNCH WEEKLY BLOCKER REVIEW

THIS WEEK'S ACTIONS

- Schedule a recurring 30-minute meeting — same day and time every week
- Name it clearly: "Weekly Blocker Review" (not a status meeting)
- Set the agenda: What is blocked? Who owns the unblock? By when?
- Run your first session this week — keep it to 30 minutes maximum
- Document blockers and owners in a shared tracker
- Send a brief recap after each session: blockers cleared, actions assigned

SUCCESS LOOKS LIKE

First blocker review completed. At least one blocker identified and assigned an owner.

WEEK

ASSESS & SUSTAIN

THIS WEEK'S ACTIONS

- Review: What decisions moved faster this month?
- Review: Where did bottlenecks still occur — and why?
- Revisit your role map: Does anything need to be updated?
- Revisit your RACI: Did any decisions get made outside the framework?
- Celebrate wins with your team — acknowledge the progress publicly
- Decide: What will you keep, adjust, or expand going forward?
- Schedule a 60-day check-in to sustain momentum

SUCCESS LOOKS LIKE

Team can articulate 3+ specific improvements from the pilot. Next steps are defined.

COMMON CHALLENGES & HOW TO SOLVE THEM

| CHALLENGE | HOW TO SOLVE IT |
|-------------------------------------|---|
| People resist role clarity | Frame it as protection, not restriction. Role clarity means fewer interruptions and less confusion, not less autonomy. |
| Multiple people claim the same role | Facilitate a direct conversation. Ask: "Who will be held accountable if this does not get done?" That is your A. |
| The RACI feels too complicated | Start with just 3-5 decisions. A small, used RACI beats a large, ignored one every time. |
| Weekly meetings get cancelled | Protect this time fiercely. Even 20 minutes beats skipping. Reschedule same week, never skip. |
| No one raises blockers | Model vulnerability. Share your own blockers first. Safety must be established before others follow. |
| Results are slow to show | Focus on leading indicators: Are decisions being made faster? Are fewer people being looped in? These precede throughput gains. |

WANT SUPPORT RUNNING YOUR PILOT?

Book a POWER Breakthrough Session — a focused 1:1 where we design your pilot together.

iwillassistyou.net/powerbreakthrough

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