



SPEED-PRICE-QUALITY TRADE-OFF CHECKLIST



ALIGN ON PRIORITIES

- ☐ Are we optimizing for speed, cost, or quality?
- ☐ Which of the three is least critical right now?
- ☐ Do all stakeholders agree on the priority?
- ☐ Does this align with business or team goals?

DEFINE SCOPE

- ☐ Are goals, timelines, and roles clearly defined?
- ☐ Is this a one-off, recurring, or strategic project?
- ☐ Do we need experts, tools, or approvals?
- ☐ Have we flagged any risks or blockers?

AUDIT RESOURCES

- ☐ Do we have enough time, tools, and people?
- ☐ Are we asking one team to do too much?
- ☐ Can we outsource or automate to meet goals?
- ☐ Is the project right-sized for the deadline?



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COMMUNICATE TRADE-OFFS

- ☐ Have we shared the trade-off triangle?
- ☐ Did we agree on which two to prioritize?
- ☐ Are constraints and risks documented?
- ☐ Do all teams know what to expect?

PLAN FOR WHAT'S NEXT

- ☐ Is there a clear feedback loop or QA plan?
- ☐ Are we tracking risks from trade-offs?
- ☐ Will we document lessons for next time?
- ☐ Are future phases or follow-ups accounted for?

MONITOR IMPACT & ADAPT

- ☐ Are we tracking performance or adoption metrics?
- ☐ Do we have a plan if results fall short?
- ☐ Is the team set up to adjust quickly if needed?
- ☐ Are we building momentum—or masking issues?