

EDGE: Execution Scenario Playbook Starter

Preload your thinking – handle common execution breakdown with clarity and confidence.

EDGE Core Toolkit #19 – Gain | Breakthrough Edge



Purpose

The Scenario Playbook Starter gives leaders and facilitators structured prompts for responding to common execution challenges. It helps teams prepare for — and respond to — scenarios such as project delays, cross-functional friction, unclear handoffs, or overload. This tool improves consistency, speed, and confidence in mid-stream decision-making.

When to Use

Use this tool during execution reviews, sprint check-ins, or issue escalation meetings. It's also valuable for training project leaders, transformation coaches, or initiative owners to handle execution pressure points.

Sample Scenarios & Framing Prompts

1. Delayed Milestone or Deliverable

- Was the delay anticipated or a surprise? What was missed in planning or monitoring?
- What is the real impact of the delay (cost, credibility, dependencies)?
- Can we recover time without compromising quality or creating new risks?

2. Cross-Functional Misalignment

- Which teams are interpreting goals or roles differently?
- What handoffs or decision points are causing conflict or ambiguity?
- Do we need to clarify scope, ownership, or shared outcomes?

3. Unclear or Missed Handoffs

- Who thought the handoff was complete — and who disagrees?
- Is the issue about timing, quality, or expectation?
- How can we clarify handoff triggers and confirmation going forward?

4. Overloaded Team or Initiative Owner

- Is this a capacity issue, prioritization issue, or support issue?
- What can be paused, dropped, or delegated to restore traction?
- How do we prevent this from repeating in future cycles?

Optional Output

Facilitators and initiative leads can use this playbook in planning sessions, issue escalations, or retrospectives. Over time, it can be customized with client-specific scenarios and embedded in delivery governance.