

# Matrix Design Canvas

- Current State:** Fill in the canvas based on your best understanding of how things work today, using stickies or text fields in your preferred working environment.
- Find the Gaps:** In almost every Current State, you'll find some gaps. A missing or unclear expectation; a broken relationship; goals and incentives that are out of alignment.
- Reflect:** How does the current state of the system drive individual performance (positively and negatively)? What might need to change?
- Adjust:** Using a new color of sticky-note or text, capture what will need to change in order to get more of the performance that you want. The canvas will make your next steps obvious.

## Definitions

**Staff Manager:** This will usually be a function, capability, or department leader, like HR, Insights, or Design. These individuals usually don't direct the activities of the person in the matrixed role, but influence how they show up.

**Line Manager:** This will usually be a business or P&L leader, and come in many variations. These individuals usually give direct instructions to the matrixed role, and drive their day-to-day activities.

**Key Meetings:** These are the forums where the managers align with their peers and leaders. For Staff Managers, these will typically look like meetings to set or improve standards, or to give input on the work of a given team. For Line Managers, these will be sessions that drive the business plan, or integrate the activities of various BUs, departments, or capabilities.

**Next Level Up:** These are the folks that the Managers report to.

**North Star:** Instead of using a word like "Purpose" or "Mission," which might be documented for some roles and not others, "North Star" is the thing that creates direction for an individual.

