Ownership Map — Capture Sheet

For the facilitator — capture the map the team built, so it survives the room. Fill it in as you run the activity. The shaded fields are this tool's actual outputs.

THE ONE IDEA

One accountable owner. Many contributors.

One name per piece of work, agreed out loud — so the gaps close before they cost the team.

TEAM / GROUP _____ FACILITATOR _____ DATE _____

1 The body of work the team mapped

the project, launch or remit — in their words

2 The ownership map — the reveal

one row per piece of work; mark what the board showed, then the single owner

Piece of work	What it showed	Single accountable owner

What it showed: **overlap** *(several names)* · **orphan** *(no name)* · **one owner**. *Every live item should end with exactly one name.*

3 What the team noticed — the lesson

in their words: the "we found the gaps / we never agreed who had each piece" moment

© Witmer

4 The gaps the team closed

carry forward — the overlaps resolved and the orphans claimed or parked

Overlap or orphan	Now owned by	Or parked — who decides & when

5 What changes on Monday

what each owner now does differently, and any hand-offs to confirm

6 The reusable habit — take it back

the one question for the next piece of work

THE HABIT

Whenever a new piece of work appears: “For this, whose name is on it?” One name, said out loud.

One accountable owner. Many contributors.

· Facilitator notes

what worked, what to watch, items left parked, follow-ups

Before you leave the room: photograph the board and this sheet, and send them to everyone who took part. The map only holds if everyone can see the one name on each piece of work.

© Witmer