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2. Situation–Problem–Decision Framing

Separate what is happening, what makes it difficult, and what requires a choice.

Date / Time	Project / Initiative	Record / Tracking No.	Status / Version

Purpose	Keep observation, problem framing, and decision from collapsing into one premature solution.
Use when	the work is moving quickly toward a solution, the problem keeps changing, or several decisions are being mixed together.
Book / Guide reference	The AI-Enabled One-Person Firm — Chapter 5; Practitioner Field Guide 1 and 6
Situation / What Is Happening	**Problem / Relationships Creating Difficulty**
Key questions	• What is present now? • Which relationships make the situation problematic? • What decision is actually required now?
Key considerations	• What is known vs inferred • Dependencies • Consequences • What would change the framing
Possible next moves	• Gather missing context • Reframe the problem • Identify alternatives • Defer or escalate a decision
Decision Space / Alternatives	
Decision / Direction	

What Changed in the Situation or Problem?