PORTFOLIO MONDAYS · STEALABLE ONE-PAGER

Commitment Reset Card

Send one reset per affected commitment after a capacity call: withdraw, re-date with a condition, or reconfirm. Then correct every place the old date still lives.

From *Move the Date Before It Moves You*, a Portfolio Mondays episode on Portfolio Intelligence. Watch on YouTube.
Pairs with the Stop, Defer, or Resequence Capacity Card.

SOURCE DECISION (CAPACITY OR GATE CALL) _____ DECISION DATE _____ DECISION OWNER _____ SEND-BY DATE _____

1 Three resets, and only three

Withdraw
The work will not happen. Offer no new date.

Re-date with a condition
Returns after a check you have not made yet.

Reconfirm
The original date holds. Say so out loud.

2 One row per affected commitment

Send the reset within one week of the decision. Leave the new date and the restart condition blank only when the reset type is Withdraw.

Commitment	Stakeholder or audience	Original date	Reset type Withdraw / Re-date with condition / Reconfirm	New date or restart condition	Owner	Send by	Sent

Same row order as the table above. A reset is not finished until the old date is corrected in every place it still lives.

Commitment	Reason in one plain sentence	What the stakeholder can rely on now	Old date corrected in
			☐ Roadmap ☐ Status pack ☐ Plans
			☐ Roadmap ☐ Status pack ☐ Plans
			☐ Roadmap ☐ Status pack ☐ Plans
			☐ Roadmap ☐ Status pack ☐ Plans
			☐ Roadmap ☐ Status pack ☐ Plans

3 Reset note (fill one and send)

What changed, why, the new commitment, the owner, and when you will confirm next. The owner reviews and sends it under their own name.

WHAT CHANGED _____ WHY _____

NEW COMMITMENT (OR NO NEW DATE, IF WITHDRAWN) _____ OWNER _____

WHAT THE STAKEHOLDER CAN RELY ON NOW _____ WHEN WE WILL NEXT CONFIRM _____

> No stop or defer is final until the commitment reset is sent. A reset that goes out while the old date still lives in a roadmap, status pack, or plan is not finished. It just moves the silent exception somewhere harder to see.

Worked example (fictional)

An illustrative, fictional IT and digital portfolio. Bottleneck role: platform engineering. Window: the next 12 weeks. Same capacity call as the Stop, Defer, or Resequence Capacity Card. Not a real organization or real figures. Original dates, send-by dates, sent dates, and personal names are left blank on purpose.

Source decision Platform engineering capacity reconciliation for the next 12-week window.

Decision owner Portfolio lead and sponsors, in the same week as the capacity call.

Capacity recap Portal rebuild stopped (releases 1.5 FTE). Analytics lake upgrade deferred (releases 1.0 FTE). Released 2.5 FTE in total. Kept: identity platform hardening 1.5, partner API gateway cutover 1.0, security patch window 1.0. Kept demand 3.5 FTE against 4.0 FTE net, leaving 0.5 FTE of slack.

Commitment	Capacity call	Reset type	New commitment	Owner
Customer self-serve portal rebuild	Stopped, releases 1.5 FTE	**Withdraw**	Rebuild cancelled; existing service stays the path	Portal sponsor
Customer analytics lake upgrade	Deferred, releases 1.0 FTE	**Re-date with condition**	Next window, subject to the next capacity reconciliation	Analytics sponsor
Identity platform hardening	Kept, 1.5 FTE	Reconfirm	Original date holds	Portfolio lead
Partner API gateway cutover	Kept, 1.0 FTE	Reconfirm	Original date holds	Portfolio lead
Security patch window	Kept, 1.0 FTE	Reconfirm	Original date holds	Portfolio lead

Portal rebuild note (Withdraw) What changed: the customer self-serve portal rebuild is cancelled. Why: the capacity call stopped it and released 1.5 FTE; the value case no longer holds. New commitment: none. The existing, simpler service stays the path. Owner: portal sponsor, sent to the customer experience team. Next confirm: none, because there is no plan to do it. They can rely on the existing service remaining the path, with no new date offered.

Analytics upgrade note (Re-date with condition) What changed: the customer analytics lake upgrade moves out of this window. Why: the capacity call deferred it and released 1.0 FTE. New commitment: next window, subject to a fresh check at the next capacity reconciliation. Owner: analytics sponsor. They can rely on a return to the next window only if that capacity check allows it. No calendar date is promised until that check is done.

Kept items note (Reconfirm) What changed: nothing about the dates. Why: identity platform hardening (1.5 FTE), the partner API gateway cutover (1.0 FTE), and the security patch window (1.0 FTE) stay in the window, now backed by real capacity with 0.5 FTE of slack. New commitment: the original dates hold. Owner: portfolio lead. Stakeholders can rely on those dates as commitments.

Result Five commitments reset. Released 2.5 FTE. Kept demand 3.5 FTE against 4.0 FTE net, leaving 0.5 FTE of slack. Check: 1.5 + 1.0 + 1.0 = 3.5. 4.0 − 3.5 = 0.5.

> The card does not pick the new date, soften the reason, or send the note. The owner reviews it and sends it under their own name.

Optional: let AI find stale dates and draft the notes

Paste this with your capacity decision, roadmap, and status text. AI finds the stale dates and drafts the notes. The owner reviews and sends.

You are finding stale dates and drafting commitment reset notes. Using the capacity or gate decision and the pasted roadmap and status text below: list every place an old date still appears, list the stakeholders tied to each affected commitment, and draft a plain-language reset note for each one. Each note should name what changed, why, the new date or restart condition (or that the work is withdrawn, with no new date), the owner, what the stakeholder can rely on now, and when we will next confirm. Use only these three reset types: Withdraw, Re-date with condition, or Reconfirm. Leave both the new date and the restart condition blank only when the type is Withdraw. Do not choose the new date, soften the reason so a cancellation reads like a delay, or send anything. The owner reviews and sends.

[paste the capacity or gate decision, roadmap, and status text here]