



Kickstart Your Plan for Managing Technical Debt

This worksheet from Volaris Group outlines key steps to help your software business get started on managing technical debt. As a business operator or founder, you may wish to adapt this worksheet for your specific needs.

1. Create a thorough list of all instances of technical debt within your software company.

2. Categorize each level of technical debt (e.g. low-level, mid-level, high-level).

Low-Level	
Mid-Level	
High-Level	

3. Assign a specific methodology or process to address each level of technical debt (e.g. "Update quarterly on progress")

Methodology Low-Level	
Methodology Mid-Level	
Methodology High-Level	

This worksheet is a companion to the Volaris Group-produced article: A Software Leader's Solution for Managing Technical Debt. For more resources, including actionable advice, insights, and inspiration from technology industry leaders, visit Acquired Knowledge Magazine. We've created it especially for vertical market software business leaders like you: [explore.volarisgroup.com](https://www.explore.volarisgroup.com).



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4. Define Key Performance Indicators (KPIs) to measure the success of your technical debt management plan.

5. Plan how resources will be allocated to address technical debt (e.g., budget, staffing).

6. Define priorities for addressing technical debt.

Priority #1	
Priority #2	
Priority #3	
Priority #4	
Priority #5	
Priority #6	

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