DECISION RECORD

Decision Documentation Template

> **PURPOSE:** *Document a significant decision so the reasoning survives: what was decided, why, what else was considered, and what happens next.*

Decision: *One sentence*	**Date:** *MM/DD/YYYY*	**Decision maker:** *Who made the call*

WHEN TO USE THIS

For significant decisions: anything with real cost, real risk, or people affected. Routine decisions do not need a record. The record creates accountability, enables learning, and helps future you (or your successor) understand the reasoning.

THE DECISION

Decision	*What was decided, in plain language*
Context	*Why this decision was needed now*
Decision maker	*Who made the call, and who was consulted*

OPTIONS CONSIDERED

Option	Why it was attractive	Why it lost

RATIONALE

Why this option	*The reasons this option was chosen over the others*
What would change the call	*Evidence that would make you revisit it*

RISKS AND MITIGATIONS

What could go wrong	How you will mitigate it	Owner

NEXT STEPS

Owner	Action item	Due date

COMMUNICATING THE DECISION

> "After considering multiple options and getting input from *[people]*, I've decided to *[decision]*."
>
> "I chose this approach because *[rationale]*. I know this impacts *[who]*, and I understand that's difficult. Here's what happens next: *[actions]*."
>
> "I recognize some of you might have concerns or see things I'm missing. I want to hear that. Let's discuss in our team meeting on *[day]*."

Pro Tip: Write the record before you announce the decision. If you cannot fill in the rationale in two sentences, you are not done deciding.