Project Name

Contents

[Project Name - 1 -](#_Toc69459798)

[Decision Required - 2 -](#_Toc69459799)

[Current Status - 2 -](#_Toc69459800)

[Options - 2 -](#_Toc69459801)

[Option 1 - 2 -](#_Toc69459802)

[Option 2… - 2 -](#_Toc69459803)

[Option 3… - 2 -](#_Toc69459804)

[Recommendation - 2 -](#_Toc69459805)

[Decision - 3 -](#_Toc69459806)

[Next Steps - 3 -](#_Toc69459807)

[Sign Off - 4 -](#_Toc69459808)

[Appendix A: Revision History - 4 -](#_Toc69459809)

# Decision Required

Use this document to communicate decision-making process and factors and final decision to stakeholders.

This section should clearly state the decision that must be made. This is a high-level description of the document’s contents.

Footers should always include the most recent date the document was revised and the page number. If appropriate for the document, please include the name of the person who prepared it and / or their department along with the link to the document’s permanent location. document.

# Current Status

Here you provide the history of how you came to the issue at hand. This requires a careful balance of providing enough context without going into exhaustive and unnecessary details. Beyond the history, this section must include the who, what, when and where of the situation requiring a decision.

# Options

Briefly capture all relevant decisions. This section is not to list every possible variation anyone could ever dream up. Depending upon the nature of your particular environment, you may want to include a section of “excluded options.” In this case, briefly list options that were ruled out with a short statement of explanation.

For each option, explain the option in detail first. Use sub-headings by applying the Heading 2, Heading 3, etc. to organize content within a section. Then, in bullet or similar quick-reference fashion, highlight the benefits and risks (or positives and negatives) for each option.

## Option 1

Description of Option 1

**Benefits:**

* Benefit A
* Benefit B

**Risks:**

* Risk A
* Risk B

## Option 2…

## Option 3…

# Recommendation

Use this space to list the recommendation of the team or individual submitting the decision document for consideration. It should include a reference back to the specific option recommended (Option #1, 2 or 3…). In addition, articulate the reasoning for this recommendation. For example, you should explain why the recommended option is better than the others.

# Decision

Document the decision the team chose.

# Next Steps

Describe any next steps or action items based upon the decision. This may not be required in all cases, but it is often helpful in ensuring the right actions happen in a timely manner. In addition, key decisions that require documentation like this often stem from a problem and include lessons learned or opportunities to avoid a recurrence. This section may also be useful for capturing this information.

# Sign Off

If deemed necessary, here the decision-makers may physically sign the document. Most of the time though, a simple email confirming approval and alignment is sufficient.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name 1, Title & Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name 2, Title & Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name 3, Title & Date

# Appendix A: Revision History

If you anticipate multiple revisions throughout the discussions and reviews, prior to signatures, a revision history is helpful to keep everyone aligned.

|  |  |  |
| --- | --- | --- |
| Name | Description | Date |
|  |  |  |
|  |  |  |
|  |  |  |