

Decision Record

Document every important decision: what was decided, why, and when it will be reviewed.

DECISION TITLE	OWNER	DATE	REVIEW DATE	STAKEHOLDERS

1 Context & Problem

What was the situation? Why did this need deciding?

2 The Decision

What was decided? State it clearly and unambiguously.

3 Alternatives Considered & Rejected

What other options existed? Why were they rejected?

ALTERNATIVE A

Rejected because:

ALTERNATIVE B

Rejected because:

4 Assumptions & Confidence

What are we assuming to be true? How sure are we?

Confidence: 20% 40% 60% 80% 95%

5 Expected Outcome

If this decision is right, what should happen?

6 Reasoning

Why this option? What data or criteria were decisive?

7 Next Steps

Who does what by when?

8 Review (fill in on review date)

Was the decision right? Were assumptions correct?

Actual outcome vs. expected:

Why this matters: When decisions aren't documented, the same discussions resurface in new meetings. This record creates clarity, prevents meeting bloat, and helps your team learn from past decisions.