

Decision Ledger

Use this record for a consequential product, technical, investment, delivery, or ownership decision. Do not use it to formalize routine, easy-to-reverse day-to-day choices.

This is a client-neutral worksheet. Adapt it to the system where your team already keeps decisions. Do not use it to replace security, privacy, legal, HR, finance, or client-policy review.

DECISION AT A GLANCE

- **Decision:**
- **Accountable owner:**
- **Date opened:**
- **Decision date or trigger:**
- **Reversibility:** easy / costly / hard to reverse
- **Outcome this decision should support:**

CONTEXT

What is happening now? Why does this decision matter? What will be different if the team makes no decision?

OPTIONS AND TRADE-OFFS

OPTION	BENEFITS	COSTS AND TRADE-OFFS	MAIN RISKS	DECISION OWNER'S CURRENT VIEW
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EVIDENCE AND UNCERTAINTY

EVIDENCE AVAILABLE

CONFIDENCE

ASSUMPTION STILL BEING MADE

SMALLEST NEXT WAY TO TEST OR RESOLVE IT

supported / thin / conflicting

supported / thin / conflicting

DECISION AND CONSEQUENCES

- **Decision or recommendation:**
- **What we will do next:**
- **What we will not do or will defer:**
- **Owner and next review:**
- **Revisit trigger:** new evidence / material risk / dependency change / dated review
- **Who needs the result:**

CLOSE THE RECORD

- Confirm that the accountable owner made or accepted the decision.
- Share the decision, trade-offs, and next action with affected owners.
- Link the record to the initiative, roadmap, risk, or operating-review record it changes.
- Reopen it only when the stated trigger, evidence, or authority changes.