

Decision Brief

Decision owner: _____ Date: _____

Decision needed by: _____

Use short answers. Mark assumptions clearly. If important information is missing, name how you will address it.

1. Define the decision

What must I decide?

What outcome am I trying to achieve?

2. Examine the situation

What facts can I verify?

What am I assuming, and what remains unknown?

What limits my options?

Consider time, resources, responsibilities, and what you can control.

3. Compare realistic options

Include investigating further or waiting if either is a realistic choice.

Option	Main benefit	Main risk or tradeoff
A.		
B.		
C.		

4. Test the preferred option

Preferred option: _____

Test	My assessment
Right: Does it respect my principles and responsibilities to others?	
Smart: Does the evidence support it, given the risks and constraints?	
Sustainable: Can I support its demands and accept its likely consequences over time?	

If an answer is no or uncertain, identify what must change before proceeding.

5. Commit to a next step

My decision and main reason:

First action: _____ By when: _____

Who needs to know or act?

6. Set the review point

What new evidence or change would make me reconsider?

Review date: _____

Judge the reasoning using what was knowable at the time. A good process cannot guarantee a good outcome.