

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. Fields accept brief entries; use a separate note for longer answers and reference it here.

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. In each entry, state the option, main benefit, and main risk or tradeoff.

Option A | benefit | risk or tradeoff**Option B | benefit | risk or tradeoff****Option C | benefit | risk or tradeoff**

Decision Brief | continued

4. Test the preferred option

Preferred option

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.