Decision Brief

Record concise answers and refer to a separate note for longer analysis. Keep your original brief for review. Completing this form does not execute or review a decision.

1. Define the decision

Decision owner, date, and decision needed by

Choice and intended outcome

Principles, responsibilities, and authority

2. Examine the situation

Verified facts and sources

Assumptions and important unknowns

Decisive gap and how to investigate it

Pressure and constraints affecting judgment

Decision Brief (continued)

3. Compare realistic options

Option A: approach, main benefit, and risk or trade-off

Option B: approach, main benefit, and risk or trade-off

Option C: approach, main benefit, and risk or trade-off

4. Test the preferred option

Preferred option, strongest objection, and condition before proceeding

Right: principles, responsibilities, and required agreement

Smart: evidence, uncertainty, and reasons over alternatives

Sustainable: capacity, recurring demands, and acceptable limits

Decision Brief (continued)

5. Commit to a next step

Decision, rationale, and condition before proceeding

First action, owner, and deadline

Communication: who needs to know, agree, or act

6. Set the review point

Observable trigger for reconsideration

Review date and what evidence to bring