Decision Review

Review the original brief. Separate what was knowable then from evidence learned later. Assess reasoning separately from the outcome.

1. Recall the decision

Decision owner, review date, and original brief reference

Original decision and reasons

Expected result, timeframe, and accepted uncertainty

2. Compare expectation with evidence

Actual result and supporting evidence or sources

What remains unresolved or too early to judge

Decision Review (continued)

3. Check the assumptions

Original assumptions, current evidence, and status: supported, contradicted, or uncertain

What should have been investigated, and what could not reasonably be known then

4. Review reasoning and execution

Reasoning given the evidence, alternatives, principles, and constraints known then

What was carried out, what changed, and why

Outside influences and what could reasonably have been anticipated

Decision Review (continued)

5. Choose the adjustment

What to keep, change, or investigate next, and why

Next action, owner, deadline, and communication

6. Close or revisit

Status: close review, continue current action, or revise decision

Observable trigger and date for another review