

Decision Record

Capture one important decision, why it was made, who owns it, and when it should be reviewed. The companion workbook maintains the continuing log.

Decision ID	Decision date	Project or area

Decision owner	Approver or group	Status	Review date

Decision and context

Options considered

Rationale and expected effect

Effective date	Supersedes decision ID	Related document

Record the decision separately from meeting minutes and change requests. Superseded and cancelled records remain historical, not active review items.