Decision log template

One entry per decision, newest first. Fill it in the day the decision is made, and mark old entries superseded instead of deleting them.

Decision log: [team or project]

Entry #[number]: [the decision in a short phrase]

Date decided: [date]

Status: [Proposed, decided, or superseded by #number]

DECISION

We will [the decision, in one or two full sentences].

WHY

[The problem, the constraints at the time, and what made this option win]

OPTIONS WE DIDN'T CHOOSE

[Option], because [reason]

OWNER

[The one person who made the call and answers questions about it]

WHO THIS AFFECTS

[People or teams, and what changes for each]

REVISIT

[A date, or the event that would reopen it]

DISCUSSION

[Link to the thread, doc or task where it was discussed]