WORKSHEET / TOOL 02

The one-page decision memo

Type into the fields or print a copy for your next working session.

01 Decision and context

What must be decided, by when, and by whom? What happens if nobody acts?

02 Options and evidence

Include a smaller test, delay and doing nothing. What evidence and assumptions support each option?

03 Recommendation and downside

Choose an option. Record its cost, likely benefit, main risk and the result that would change your mind.

04 Execution and review

Name the owner, resources and dependencies. What result at the review would justify going ahead?

Decision record

Owner

Agreed on

Review date

Evidence that would change the decision