

Project Identifier	Enter the name or number of the project		
Sponsor	Enter name	Type of Decision	Approval required from:
PM	Enter name	Your choices may include; scope, risk resolution, recommendation/options Communication...	This information will come from the charter decision making approach section
Date Submitted			
Required approval date	Use this to maintain control of your schedule.		
Title of decision	Use a number or name format that will allow you to easily find the decision from the library where you will store the completed document		

Decision information

Trigger:

Enter an explanation of why you need this decision based on the impact to the project timelines, quality budget, etc.

For instance, a common decision request relates to a change request.

- What is the request,
- Who made the request (include their standing in the project (stakeholder, sponsor, team lead...),
- Why they made the request,
- How you analyzed the impact

Alternatives:

Provide the analysis and options here. It's a good idea to offer at least 3 options to the decision maker.

Recommended solution:

Here tell the decision maker which option the team recommends and why. Be prepared that the decision maker may not take the recommendation.

Approval:

You may want actual ink to paper sign off of the approval, or simply electronic signature.

Decision Maker: Name and project role

PM: