

<Name of the Problem/Opportunity>

Decision Record

Purpose

[This document](#) is used to help you decide between options to a particular challenge or opportunity. This allows stakeholders to clearly understand options available and identify the tradeoffs between them. The Decision Team, those identified as accountable and responsible in the [Decision Statement Overview](#), should work together to fill out this document.

This document is intended to be used iteratively. Instead of filling out the document completely top to bottom, instead try to fill in “just enough” information to reach a decision.

This was designed to work together with the [Decision Statement Overview](#). Please use that first to articulate the problem and identify stakeholders.

Directions

1. Fill in your constraints
2. Write any questions you need to answer
3. Document your options
4. Document the consultations you identified
5. Write up your decision
6. Present your decision to the Technical Forum Chairs
7. Once complete, transfer to the decision record page on MediaWiki.org

What are your constraints?

Many times we have implicit constraints, based on time, resources, performance, security and other aspects. This is a place to make them explicit and share with your team and stakeholders.

General Assumptions and Requirements <i>Use a new line for each assumption or requirement which you are using to constrain your proposed solutions.</i>	Source <i>The person or document that this requirement comes from.</i>
Security Requirements <i>Describe any security limitations or constraints for the proposed solutions.</i>	
Privacy Requirements <i>Describe potential privacy limitations or constraints for the proposed solutions and how they will be mitigated.</i>	

Important Questions

Fill out any questions you should answer or follow up on before making a decision. Record those answers here.

Question	Who can answer?	Resolution, answer or action

Decision

The table captures your decision as well as important information documentation, context, and support materials. **Fill this in after you list out options on the following pages.**

Selected Option	Write the option you selected
Rationale	Write out why you picked this over the others
Data	Link to any data you used to support your decision
Informing	Who is informing others and how?

Who	Who was accountable for making this decision (this should be the accountable person from your Decision Statement Overview RACI)
Date	When was this decided?

Technical Forum Chair review

This is to be filled out by the Technical Forum Chairs after the decision is made. These questions are designed to help the chairs give feedback to the decision team to help them make an informed decision.

Are the options detailed enough to make an informed decision?	
Were all parties identified in the RACI consulted?	
Does this decision require C-level review? Why or why not?	

Product Chair	The name of the Product Department Chair reviewing
Technology Chair	The name of the Technology Department Chair reviewing
Date	When was this presented in the Technical Forum

What are your options?

On the following pages, list at least three options to address your problem. Try to keep the description clear and use language that can be easily understood. The first option should always be the “nothing” option. This helps you properly evaluate the pros/cons/costs of the status quo as you evaluate potential solutions. If you need to dig deeper into options, technology, etc... link to them in the references.

Option 1: Do Nothing	
Description	Describe the solution
Benefits	List the positives of implementing it
Risks	What should we watch out for?
Effort	How much time will this take to do?
Costs	Are there any upfront or ongoing costs to consider?
Testing	Are there any major considerations for effective testing of the proposed solution?
Performance & Scaling	What benchmarking/performance or scaling targets does this require?
Deployment	What considerations/plan needs to be in place in order to deploy efficiently?
Rollback and reversibility	Is there a way to rollback gracefully if things don't go as planned? If it is reversible, provide your means of reversing. If it is irreversible, say why you cannot reverse it.
Operations & Monitoring	Once the new solution has been deployed what data needs to be collected to monitor activity, provide feedback or report on system/service health?
Additional References	Any links to additional materials or more detailed plans?
Consultations	
Consulted party 1	<p>Add a line for any additional parties you added under the "Consulted" in your Decision Statement Overview to list any other considerations.</p> <p>Together, with the Point of Contact for each group, you should identify any tradeoffs, risks and potential mitigations for this option to be successful.</p>
Consulted party 2	
Consulted party 3	

Option 2: An option to consider...	
Description	Describe the solution
Benefits	List the positives of implementing it
Risks	What should we watch out for?
Effort	How much time will this take to do?
Costs	Are there any upfront or ongoing costs to consider?
Testing	Are there any major considerations for effective testing of the proposed solution?
Performance & Scaling	What benchmarking/performance or scaling targets does this require?
Deployment	What considerations/plan needs to be in place in order to deploy efficiently?
Rollback and reversibility	Is there a way to rollback gracefully if things don't go as planned? If it is reversible, provide your means of reversing. If it is irreversible, say why you cannot reverse it.
Operations & Monitoring	Once the new solution has been deployed what data needs to be collected to monitor activity, provide feedback or report on system/service health?
Additional References	Any links to additional materials or more detailed plans?
Consultations	
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Consulted party 2	
Consulted party 3	

Option 3...n: At least one more option to encourage broader thinking

Description	Describe the solution
Benefits	List the positives of implementing it
Risks	What should we watch out for?
Effort	How much time will this take to do?
Costs	Are there any upfront or ongoing costs to consider?
Testing	Are there any major considerations for effective testing of the proposed solution?
Performance & Scaling	What benchmarking/performance or scaling targets does this require?
Deployment	What considerations/plan needs to be in place in order to deploy efficiently?
Rollback and reversibility	Is there a way to rollback gracefully if things don't go as planned? If it is reversible, provide your means of reversing. If it is irreversible, say why you cannot reverse it.
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Consulted party 2	
Consulted party 3	

Resource:
<https://www.atlassian.com/blog/inside-atlassian/make-team-decisions-without-killing-momentum>