

<Name of the Problem/Opportunity>

Decision Record

How to use

Fill out the tables below to help you decide between options to a particular challenge or opportunity. This was designed to work together with the [Decision Template, Part 1](#). Before using this template, try using that template first to write down the problem you are trying to solve.

What are your options?

List at least three options to address your problem and try to keep the description clear and use language that can be easily understood. The first option is always 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
Pros	List the positives of implementing it
Cons	...And list the downsides as well
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?
Reference	Any links to additional materials or more detailed plans?

Option 2: An option to consider...	
Description	Describe the solution
Pros	List the positives of implementing it

Cons	...And list the downsides as well
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?
Reference	Any links to additional materials or more detailed plans?

Option 3: ...and another one to encourage broader thinking	
Description	Describe the solution
Pros	List the positives of implementing it
Cons	...And list the downsides as well
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?
Reference	Any links to additional materials or more detailed plans?

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

Write down your decision and important info about your decision.

Option	Write the option you selected from above
Rationale	Write out why you picked this over the others
Data	Link to any data you used to support your decision
Who	Who was present when the decision was made?
Date	When was this decided?
Informing	Who is informing others and how?

Resource:

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