**DECISION DOCUMENT - <Decision>**

| **Document Overview** |
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| *This Decision Document is a tool for capturing the potential options and future decisions regarding a current project, initiative, or investment. The Decision Document includes a framing of the situation or issue, details of work already done, options for the decision, recommendation, and the final decision approved.* |

| **EXECUTIVE SUMMARY** |
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| *This is the overall summary of decisions and recommendations on what is provided in detailed sections in the remainder of document. The Executive Summary gives an overview of the request as well as the recommendation.* |
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| **INTRODUCTION** |
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| *Background, foundation, and framing of the request and situation.* |
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| **WORK ALREADY COMPLETE** |
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| *Describe any work already completed that helped get us where we are (e.g., processes already in place)* |
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| **THE DECISION - OPTIONS** | |
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| *Describe any options there are for addressing the situation. If there are risks, you can consider how you wish to handle the risk and can use this in the descriptions of the options. You should include “status quo” as an option and describe why it is or is not viable.*  *3 Ways to address risk:*   * ***Avoid*** *– do something different to completely remove the risk* * ***Mitigate*** *– do something to minimize the likelihood of occurrence* * ***Accept*** *– understand that it may occur and then treat it as needed* | |
| **Option 1:** <Option Name> | |
| Description of <Option Name> | |
| **Pros** | * <Arguments FOR this option> |
| **Cons** | * <Arguments AGAINST this option> |
|  | |
| **Option 1:** <Option Name> | |
| Description of <Option Name> | |
| **Pros** | * <Arguments FOR this option> |
| **Cons** | * <Arguments AGAINST this option> |
|  | |
| **Option 3:** <Option Name> | |
| Description of <Option Name> | |
| **Pros** | * <Arguments FOR this option> |
| **Cons** | * <Arguments AGAINST this option> |

| **RECOMMENDATION – <OPTION>** |
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| *Describe the recommendation based on the option(s) chosen and why they were chosen. Also, describe what the next steps would be.* |
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| **DECISION** |
| *Describe the final decision and next steps approved by the key project resources. This may or may not be what was recommended by the team.* |
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| **REFERENCES AND SOURCES** |
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| *The following people or groups were consulted and participated in the development of the options and recommendations documented above:* |

| **GROUP OR RESOURCE** | **DESCRIPTION OF CONSULTATION** |
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| **APPROVALS** |
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| *By all stakeholders agreeing to the scope, resource types, and deliverables required to successfully complete this project, the individuals listed approve the formal initiation of this project and grant authority to commit resources and direct/lead the project activities through planning, execution of delivery, monitoring and control, transition to operations, and project closure.* |

| **ROLE** | **NAME** | **SIGNATURE** | **DATE** |
| --- | --- | --- | --- |
| **Project Sponsor** |  |  | <MM/DD/YYYY> |
| **Project Manager** |  |  | <MM/DD/YYYY> |
| **<Additional>** |  |  | <MM/DD/YYYY> |
| **<Additional>** |  |  | <MM/DD/YYYY> |

Note, as an alternative to signatures directly on the document, confirmed e-mail approval is also acceptable. Please send e-mail approvals to the Project Manager. Once received, email approvals will be printed to PDF files and posted in the Project Inventory as needed.