Decision Document

The purpose of the decision document technique is to expedite project decision making processes by ensuring that decision makers have easy access to all the information they require. The 'decision document' is an element of an established organisational process where it is clear who is authorised to make decisions and in which area. It is of particular value in detailed, technical projects where management may not be familiar with the details, by providing a selection of available options. Importantly, it also functions as a record of how a decision was made and by whom. The document itself can include an explanation of the decision to be made, a description of relevant background information, available options, a recommendation and its supporting rationale, the decision deadline, a record of the decision ultimately reached, planned subsequent actions and their timing, and sign off by the individual or group responsible for decision making.

Using 'Decision Document'

Step 1: Determine which organisational decisions should be documented.

Step 2: Clarify the decision-making framework to employees.

Step 3: Decide what information is required to complete the decision document. This judgement is based upon which details are required to support current decision making processes and information anticipated to be of value in the future.

Instructions for Use

1. Decide on the organisational decisions to be documented.

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2. Clarify to employees the framework through which decisions are made.

3. Establish the information required to complete the decision document. This should include all material and knowledge needed to support decision making processes and that which is anticipated to be of value in the future.

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