

Decision Log

Record why a decision was taken and what else was on the table, which is the question people actually ask months later.

A record of decisions taken: what was decided, who decided it, what else was considered, and why.

RECORD THE ALTERNATIVES TOO

The column people leave blank is 'what else was considered'. It is the one that answers the question asked a year later, which is almost never what was decided but why the obvious alternative was not.

Project, group or organisation

Log started

Ref	Date	Decision	Taken by	Why	Alternatives considered	Review or revisit