

DECISION RECORD		one page per significant decision
1	THE DECISION <i>what exactly · decide-by date · what no-decision means after that date</i>	
2	DECISION OWNER <i>one named authority; named deputy with real authority if absent</i>	
3	CRITERIA AND EVIDENCE <i>each scored: Met with evidence / Met by assertion / Not met / Unknown</i>	
4	UNKNOWNNS AND ASSUMPTIONS <i>each with a named owner and a date to know</i>	
5	RESIDUAL RISK OWNER <i>who personally accepts what remains — name and expiry</i>	
6	REVERSIBILITY <i>can this be undone? if not, the evidence bar rises</i>	
7	NOW VERSUS LATER <i>consequence of now · cost of delay · conditions or date to revisit</i>	

Rule 1. For an irreversible decision, Met by assertion counts as Unknown.

Rule 2. Unknown does not mean no. It means someone must own the risk by name before we proceed.

Rule 3. If the decide-by date passes with no decision, record it as a decision to accept the drift.

Appendix A • Template 3 — The Decision Readiness Test. *Run inside the forum that was deciding anyway.*
This page is the instrument's only output.