

Decision Record for a Small Digital Project

Jefferson Otonbara Imgbí | RDE Digital Digest

Version 1.0 | 8 October 2026

Record a specific decision, the evidence considered, the person responsible and the next review. Use the record when a small team needs to understand why an option was chosen.

Use your organisation's approval process. This record is a practice aid, not evidence that an approval has occurred. Do not enter confidential information in a publicly shared copy.

How to use the record

1. State the decision as a question and identify who has authority to decide.
2. Describe realistic options, including keeping the current arrangement when relevant.
3. Separate evidence from assumptions and record the reason for the choice.
4. Record the decision date, action owner and a trigger for review.

Fictional worked example

Decision: Which channel should a fictional training team use for attendance corrections?

Options: A shared mailbox or a controlled request form.

Evidence and assumptions: The current mailbox mixes unrelated requests. The team has not yet tested form accessibility.

Decision and reason: Trial a form with five fictional requests; keep the mailbox during the trial.

Owner and next action: Practice coordinator to arrange the trial and record issues.

Review trigger: Review after the trial before recommending an operational change.

Complete your own record

Word: replace the guidance in the right column and add space or rows as needed. PDF: print this page and write your entries; it is not an interactive form. Save your own working copy with a clear filename and version.

Record field	Your entry
Decision question and record date	[Enter your details here]
Decision authority and affected people	[Enter your details here]
Options considered	[Enter your details here]
Evidence references and unresolved assumptions	[Enter your details here]
Chosen option and reason	[Enter your details here]
Decision status and approval reference	[Enter your details here]
Action owner and next action date	[Enter your details here]
Review trigger and review date	[Enter your details here]

Review before using the record

Check that the decision status is honest, each evidence reference is findable, and the named decision authority is appropriate. Keep superseded versions so the reasoning remains traceable.

Keep the unedited master separate from your completed working copy. Store sensitive information only in an authorised location. Original RDE practice aid; no guarantee of employment, business results or compliance.