Decision Rule Text

Decision	[Decision statement]
Decision owner	[Name or role]
Decision deadline	[Day, date, time]
Inputs due by	[Day, date, time]
Required inputs	[Role 1; Role 2; Role 3]
Escalation if stuck	[Name/role and time]
Reopen trigger	[Evidence that allows reopening]
Record location	[Link or location]

How to use

Paste this into a thread or notes so the decision path stays visible.

Fill the table on the first page, then paste the completed rule line into the thread or meeting notes.

Use this when a thread starts looping or when a meeting risks ending without a clear call. Post it early so people know the path.

Set the input deadline earlier than the decision deadline. This gives the owner time to read and think. Late inputs can be considered after the call only if they meet the reopen trigger standard.

Keep required inputs short. If the list grows, the thread turns into open-ended negotiation. If someone asks to add input, ask what risk they are protecting and whether it is a hard constraint.

Write the reopen trigger as evidence anyone can verify. Examples: forecast moves 15%+, a critical dependency slips 2+ weeks, a legal constraint changes, or a safety issue is found.

After the decision is made, reply in the same thread with the record link. That closes the loop and keeps the call easy to find.

Filled example

Decision	Lock launch date for Release 3
Decision owner	Product lead
Decision deadline	Fri Jan 16, 3:00 PM
Inputs due by	Thu Jan 15, 12:00 PM
Required inputs	Engineering lead; Marketing lead; Operations lead
Escalation if stuck	GM, Thu Jan 15, 5:00 PM
Reopen trigger	Forecast changes by 15% or more, or a critical dependency slips by 2+ weeks
Record location	Decision Log row: 2026-01-16 (link)

Thread text

Owner decides by Fri Jan 16, 3:00 PM. Inputs due by Thu Jan 15, 12:00 PM. Tie-break goes to GM by Thu Jan 15, 5:00 PM. Reopen only if forecast changes 15%+ or a critical dependency slips 2+ weeks. Record: Decision Log row 2026-01-16.