

Decision Log

Use this log to record decisions within 24 hours and keep follow-through visible.

Team / area	[Team or area]
Log owner	[Name]
Period covered	[Start date] to [End date]
Stored at	[Link or location]

Decisions

Next actions

How to use

Log decisions within 24 hours. If you wait a week, people remember the debate but forget the call. A fast log prevents “I thought we agreed” loops.

Keep each entry short. The decision line should read like a final call. The rationale should point to the main constraint or evidence. If the rationale becomes long, you are replaying the meeting. Move details into a linked doc and keep the log readable.

Use the boundary field so you can spot patterns. If most repeats are date decisions, the date boundary needs clearer ownership. If most repeats are scope, you likely have unclear guardrails for what can be added.

Do not overwrite old decisions when things change. Add a new row with the updated call. This keeps changes visible and prevents quiet resets.

In the next actions table, keep actions concrete. Use deliverables, not vague verbs. Examples: “Update release plan with new scope” or “Send revised forecast to leadership.”

Example

Date logged	Decision	Boundary	Decision owner	Decision deadline	Rationale (1-3 lines)	Impact (1-2 lines)	Record link
Jan 10	Keep Release 3 date, move three features to next release	Date	Product lead	Fri 3:00 PM	Revenue window fixed; risk acceptable with reduced scope	Date stable; scope reduced; spend unchanged	Decision Log: Release 3 (row 2026-01-16)

Filled example

Decisions

Date logged	Decision	Boundary	Decision owner	Decision deadline	Rationale (1-3 lines)	Impact (1-2 lines)	Record link
Jan 16	Keep Release 3 date, move three features to next release	Date	Product lead	Fri 3:00 PM	Revenue window fixed; risk manageable if scope is reduced	Date stable; scope reduced; spend unchanged	Decision Log row: 2026-01-16 (link)
Jan 16	Reduce scope: remove Feature B and Feature D from Release 3	Scope	Product lead	Fri 3:00 PM	These items drive most risk and do not block core user flow	Scope smaller; QA load lower; comms updated	Spec section: Release 3 scope (link)
Jan 17	Set quality bar: no Sev 1 or Sev 2 open issues at ship	Quality bar	Engineering lead	Mon 12:00 PM	Support pain last release came from Sev 2 defects shipped	Ship gated on severity counts; test focus clarified	Quality checklist v1 (link)

Next actions

Decision (short name)	Action	Action owner	Due date	Status	Notes / link
Release 3 date	Update delivery plan with reduced scope	Engineering lead	Jan 20	In progress	Link to updated plan (link)
Release 3 scope	Update release notes and stakeholder comms	Product ops	Jan 21	Not started	Draft comms in doc (link)
Release 3 scope	Adjust campaign list to match scope	Marketing lead	Jan 22	Not started	Campaign tracker (link)
Quality bar	Run focused regression on	QA lead	Jan 23	Not started	Test plan (link)

	core flow				
Spend	Hold vendor spend until next review	Finance partner	Jan 24	Done	Spend note (link)