WORKING TEMPLATE

Decision memorandum

Make the choice and its conditions clear.

Use this memo to put the options, evidence and tradeoffs in front of the person who can approve the purchase. Record the decision and what still needs to happen.

Prepared for / organization

Prepared by

Project / reference

Version / revision

Review date

Decision owner

How to use it

Lead with the decision requested. Explain the alternatives and material risks. Keep the recommendation separate from the approval record.

Type into the fields, save a copy, or print and write by hand. Keep entries brief and refer to attachments for longer evidence. Use the Word file when you need more space or additional sections.

Use this as a starting point. Adapt it to the assignment, available evidence and applicable organizational, legal and regulatory requirements. Agree final scope and deliverables separately and obtain appropriate professional review. The buyer retains decision and approval authority.

01 Decision requested

State exactly what authorization or direction is needed.

Decision

Decision owner

Required by

Decision memorandum

02 Background and requirement

Summarize why the decision exists and what must be achieved.

Background

Requirement

Constraints

03 Options considered

Include credible alternatives and the status quo.

Option

Advantages

Limitations

Decision memorandum

04 Evaluation basis

Record the agreed decision criteria and evidence sources.

Criterion

Evidence

Weight or priority

05 Commercial comparison

Summarize cost structure and material terms.

Price basis

Total evaluated cost

Terms

Decision memorandum

06 Tradeoffs and risks

Make consequences and mitigations explicit.

Tradeoff

Risk

Mitigation

07 Recommendation

Connect the proposed choice to the evidence.

Recommended option

Rationale

Conditions

Decision memorandum

08 Decision and next action

The buyer or authorized reviewer records the decision. Name any conditions and the person responsible for the next step.

Decision / disposition

Open item

Conditions

Approved by

Approval date

Next action