DESIRE LINE

DECISION BRIEF

[Project] decision brief

CLIENT [Client]
DATE [Date]
OWNER [Name/TBD]

Decision needed: [Specific choice and the date it is needed.]

Context and evidence

[Relevant facts with source references, assumptions and constraints.]

Options

Option	Benefits	Cost and risks
[Option A]	[Benefits]	[Costs, uncertainties and risks]
[Option B]	[Benefits]	[Costs, uncertainties and risks]

Recommendation

[Proposed option, rationale and material tradeoff; not an approved decision.]

Next step

[What the decision owner should do and what follows approval.]