

Decision Pathway Template



Phase 1

Define the Decision

Clarify what decision needs to be made and why.

- Write a clear decision statement
- Define the purpose and desired outcome
- Identify what "good" looks like
- Clarify urgency and time sensitivity

Phase 2

Gather Inputs & Constraints

Collect the information needed to make a confident decision.

- Identify required data (financials, metrics, impact)
- Identify key stakeholders or SMEs to consult
- Capture constraints & risks
- Document assumptions

Phase 3

Decide & Commit

Move from options to a final decision.

- Assign the Decision Owner (who decides?)
- Draft recommendation + alternatives
- Identify impacts and trade-offs
- Make the decision and record the rationale
- Confirm: "Does this decision stay made?"

Phase 4

Communicate & Execute

Ensure the decision is understood and acted on.

- Define who needs to know (teams, leaders, partners)
- Choose communication channel (Slack/Teams, email, meeting)
- Set timing for communication
- Log the decision in a shared place
- Assign next steps & owners