

# Strategic Decision Brief

Clarify the decision

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## STEP 1 | Clarify the Decision

Describe what must be decided, why it matters, and when action is needed.

**What decision needs to be made?**

**Why does this decision matter now?**

**What is the decision deadline and what makes it urgent?**

# Strategic Decision Brief

Define successful outcomes and constraints

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## STEP 2 | Define Success and Constraints

Identify what a sound decision must achieve and which limitations matter.

**What would a successful outcome look like?**

**What constraints or non-negotiables must be considered?**

**What evidence or information is currently available?**

# Strategic Decision Brief

Gather perspectives

STEP 3 | Consider Stakeholder Perspectives

Record who will be affected and the concerns or insights they may bring.

| STAKEHOLDER / TEAM | PERSPECTIVE / NEED |
|--------------------|--------------------|
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What important perspectives or information are still missing?

# Strategic Decision Brief

Compare realistic options

STEP 4 | Compare Your Options

List feasible alternatives and note key benefits and trade-offs.

| OPTION | POTENTIAL BENEFITS | RISKS / TRADE-OFFS |
|--------|--------------------|--------------------|
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Which trade-off needs the most careful consideration?

# Strategic Decision Brief

Select and justify the decision

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## STEP 5 | Choose and Justify

Select the option you recommend and document the reasoning behind it.

**What option will you recommend or implement?**

**Why is this the strongest choice based on current evidence?**

**What assumptions or remaining uncertainties should be acknowledged?**

# Strategic Decision Brief

Assign actions and review results

STEP 6 | Assign Actions and Review Results

Specify next steps, accountability, and how you will monitor the outcome.

| ACTION / NEXT STEP | OWNER | DUE DATE |
|--------------------|-------|----------|
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What measures will show whether the decision is working?

When will you review the outcome and adjust if necessary?