[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Management Decision Register

[Company name] **A running register of every management decision, with a full record for each single decision: what was decided, why, by whom, and when it takes effect.**

Document control: Document: Management Decision Register **Version:** 1.0 **Prepared by:** _____

Owner: _____ **Date:** _____ **Review date:** _____

Running decision register Log every decision here first, in date order, one row per decision. Give each decision a reference number and use the same number in the single-decision record below, so the register and the record always match. Add rows as needed and carry the register forward from one version to the next.

Ref	Date	Decision	Decision maker	Status	Review date

Status: use [Decided]**,** [In progress]**,** [Superseded]**, or** [Withdrawn]**. When a decision is superseded, keep the old row, change its status, and add a new row for the replacement decision.**

Decision: Decision: _____ **Reference no.:** _____ **Date decided:** _____

Category: _____ **Affects (teams / processes):** _____ **Options considered:**

Option considered	Pros	Cons
Example: Keep the current supplier	No disruption; known quality	Price 12% above market
Example: Switch to the alternative supplier	Lower price; faster delivery	New relationship; onboarding effort

Chosen option: [chosen option]. **Reason:** [reason in one sentence].

Decision maker: Decided by: _____ **Role:** _____ **Approved by:** _____

Authority (policy / clause): _____ **Witnesses:** _____

Effective date: Effective from: _____ **Applies to:** _____

Communicated to: _____ **Communication date:** _____

Review: Review on: _____ **Review by:** _____

Success measure: _____ **What would trigger a reversal:** _____

Completion checklist: [ ] The decision, reference number, and decision maker are recorded.

[ ] Alternatives considered are listed with pros and cons, and the reason for the choice is stated.

[ ] Effective date and review date are both set, with a success measure.