

## DECISION SUMMARY FORM

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### *What is the decision?*

State the decision or recommendation in direct, simple language.

- Provide background information to ensure understanding.
- Be clear and honest.

### *Whose decision is this?*

Be clear about who “owns” the decision or recommendation.

- Who made the decision?
- Was the decision solely yours, or did others participate? If so, who was in the group and is their support unanimous?

### *Why was this decision made?*

Describe the value(s) that guided the decision or recommendation.

- Make sure that the most important organization, professional, and personal values are stated in ordinary language. Be clear about **why** you picked these top values.

### *What don't you like about this decision?*

Address the negative consequences of the decision or recommendation.

- What did you struggle with in reaching a decision?
- What tradeoffs, if any, did you make?
- Who will bear the burden of this decision or be negatively affected?
- What values were not given priority in the decision? Why?