

PROJECT DECISION LOG

Document the what and the why of decisions made about your project. Use the fields below or create a template of your own in whatever record-keeping platform your team uses. Just make sure everyone knows where to find it and uses it throughout the project.



Project: _____

	Decision	Date Made	By Who	Why was decision made?	What were the impacts?
1					
2					
3					
4					
5					
6					
7					

PROJECT DECISION LOG



Project: _____

	Decision	Date Made	By Who	Why was decision made?	What were the impacts?
8					
9					
10					
11					
12					
13					
14					
15					