



AGENCY OPERATIONS

Decision log template

A lightweight log for keeping important project decisions, their context, owners, and dates findable after the meeting ends.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

Decisions keep being reopened because the context is lost.

WORK THROUGH THE CHECKLIST

- ☐ 01 **Write the decision**

- ☐ 02 **State the reason**

- ☐ 03 **Name the approver**

- ☐ 04 **Link the supporting work**

- ☐ 05 **Record the date**

- ☐ 06 **List the follow-on action**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.