



**Connecticut Department of Social Services  
Enterprise Program Management Office**

**Project Decision Log**

**Purpose of Decision Log**

A decision log is a beneficial communication tool to apprise stakeholders regarding how a decision was reached, options considered, and who approved the decision. It may eliminate potential confusion and prevent project teams from unnecessary decision "churning". Generally, the audience for the decision log includes the project team, project sponsor, business owner, steering committee and key project stakeholders.

**Information to Include**

The primary information documented includes "What is the decision", "When was it made", "Why it was made", and "Who made it". Other information may be captured and may vary based on the project needs.

**When To Include A Decision**

The project manager and team must balance what is recorded in the Decision Log compared to what is too detailed or insignificant to document. The determination will take thought and may vary based on the size, scope, phase and complexity of the project. As well as considering the overall audience, team members and project dynamics, other considerations include:

- Topics frequently debated or where there is often disagreement
- Decisions that may be confusing or unclear to stakeholders
- Those that significantly impact the scope, budget, timeline, deliverables, quality, etc. of the project
- When alternatives exist and one is selected
- Decisions made by executives/leaders or others outside of the project team, which will impact the work of the project team
- Those that impact what or how a deliverable will be achieved where it may be different than some stakeholders expect
- Items that may not seem significant but may introduce risk or issues if not understood

**Instructions**

Enter the information defined below in the Decision Log tab.

DSS Project Management recommends that the file name be added to the page footer during the project decision log set up.

**Project Name** - Enter the name of the project

**Project Manager** - The first and last name of the project manager

**ID:** Sequential number assigned by project

**Area:** Major component of project; may vary by project. Typical choices include Scope, Budget, Staffing, Deliverables, Architecture, Design, Procurement, Quality, etc. The project team may choose to predefine selections in this column via a drop-down box.

**Decision:** Summary of key determinations made throughout the execution of the project

**Rationale/Comments:** The basis upon which a decision was made. Reference any supporting documents for the decision.

**Expected Impact:** Briefly describe the expected impact the decision will have to the project.

**Contributor(s):** Names of all who participated or provided input for the decision

**Approved by:** Name of authorized individual who made the decision

**Date:** Date decision was made

## Decision Log

PROJECT NAME:							
PROJECT MANAGER:							
ID	Area	Decision	Rationale/Comments	Expected Impact	Contributor(s)	Approved By	Date
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* To ADD a row to this list, SELECT an unnumbered row above, RIGHT CLICK and SELECT Insert. Add a sequential number in the first column "ID"							