[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. Add or remove table rows to fit your needs. 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
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	1.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

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

[Company name]

Status: use **[Decided]**, **[In progress]**, **[Superseded]**, or **[Withdrawn]**. When a decision is superseded, keep the old row, change its status, and add a new row for the replacement decision.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	[Decision]
Reference no.	**[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].

[Company name]

Decision maker

Decided by	[Decision maker name]
Role	
Approved by	
Authority (policy / clause)	
Witnesses	

Effective date

Effective from	[Effective date]
Applies to	
Communicated to	
Communication date	

Review

Review on	[Review date]
Review by	
Success measure	
What would trigger a reversal	

[Company name]

Completion checklist

✓	Check
	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.