

# Decision Log Template

*A decision log template in project management is the document you use to fill in all the decisions made relating to your project.*

# What and Who should be involved in a Decision Log?



What is the Decision?

When was it made?

Why was it made?

Who made it?

## **Audience:**

1. Project Team
2. Project Sponsor
3. Business Owner
4. Steering Committee
5. Key Project Stakeholders

# DECISION LOG TEMPLATE

ID#	Category	Decision Details	Impact	Proposed by	Proposed Date	Actual Closed Date	Status	Approved by
1	Add text here	Add text here						
2	Add text here	Add text here						
3	Add text here	Add text here						
4	Add text here	Add text here						
5	Add text here	Add text here						
6	Add text here	Add text here						

**Thank you for downloading the Decision Log Template.**

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