

Decision Log Tracker

Clear decisions drive momentum and accountability. This tracker helps record what was decided, who made the decision, and when it happened. Use it across projects, leadership teams, or departments to ensure clarity, transparency, and follow-through.

1. How to Use This Tracker

Record every significant decision as it happens. Keep entries short, specific, and factual. Review the log regularly to confirm progress, track ownership, and prevent the same issues from being re-discussed.

2. Decision Log Table

Decision ID	Date	Decision Summary	Made By	Owner / Responsible Person	Due Date / Review Date	Status	Notes / Follow-Up Actions
001							
002							
003							

Tip: Keep the wording concise and focused on the decision itself, not the discussion that led to it.

3. Status Key

- ☐ **Open:** Decision made, action not yet started
- ☐ **In Progress:** Actions underway or partially completed
- ☐ **Completed:** Decision fully implemented
- ☐ **Revised:** Decision updated or changed
- ☐ **Deferred:** Decision postponed or awaiting input

Tip: Update status at every review meeting to maintain visibility and avoid forgotten commitments.

4. Review Process

- ☐ Decisions are reviewed at the start of each meeting.
- ☐ Completed decisions are archived for reference.
- ☐ Deferred or revised items are escalated where necessary.
- ☐ Outcomes are communicated to all affected stakeholders.

Tip: Visible tracking builds trust. Teams perform better when they see that decisions lead to real action.

5. Accountability and Transparency

- ☐ Each decision has a single accountable owner.
- ☐ Owners confirm progress before the next meeting.
- ☐ Leadership regularly reviews open decisions.
- ☐ Lessons learned from completed items are captured and shared.

Tip: Accountability without blame encourages openness and continuous improvement.

6. Optional Metrics

You can track decision data to measure efficiency and quality:

Metric	Description	Example
Time to Decision	Average time from issue raised to decision made	5 days
Implementation Rate	Percentage of completed decisions	85%
Revision Rate	Percentage of decisions changed or reversed	10%
Decision Impact	Qualitative rating of value or success	High / Medium / Low

Tip: Measuring decisions helps identify bottlenecks and improve the quality of future discussions.

7. Archiving and Reference

- ☐ Completed decisions are stored in a shared archive.
- ☐ Each entry includes links to relevant documents or approvals.
- ☐ Historical data is reviewed during retrospectives or audits.
- ☐ The tracker is kept simple enough to use regularly.

Tip: A decision log is most valuable when it is maintained consistently, not just created for formality.

How to Use This Template

Maintain one decision log per team, project, or leadership group. Update it live during meetings to keep everyone aligned. When decisions are recorded clearly, accountability improves, duplication is reduced, and progress becomes easier to measure.

Notes