Project decision executive summary

Give a decision maker the essential evidence, recommendation and next step for a project. Replace every bracketed prompt with your own verified content. Delete these instructions and any unused headings before sharing.

Prepared for: [Reader or organization]
Prepared by: [Name and role] Date: [Date]
Source plan or report: [Title, version and date]

Decision requested

[State the specific decision, the decision maker and the date it is needed. Name the project and its scope.]

Current issue and evidence

[Explain the problem and its effect. Summarize the strongest evidence with a date or source-report reference.]

Options considered

[Briefly compare the realistic options, including the current approach if relevant. Identify the main benefit and drawback of each.]

Recommendation

[State the preferred option and why the evidence supports it. Explain the expected outcome without presenting an estimate as a certainty.]

Cost timing and risk

[Summarize required resources, cost and currency, delivery timing, dependencies and material risks. State key assumptions.]

Action and accountability

[Name the next action, responsible owner, due date and success measure. Reference the full proposal or supporting report.]