

The Executive Decision Record

Every material Executive OI discussion should end with a traceable decision record. Complete all seven fields. The same seven appear in the decision record interaction in the course.

1 Condition and time range

What is the current state, and what changed over what period?

Where it comes from: The condition widget in the top strip, read over the time range the dashboard is set to.

2 Primary driver and business impact

Why does it matter?

Where it comes from: Strategic Risk Drivers for the driver. CAD/DCM for the asset or application it affects.

3 Decision

Escalate, resource, direct, validate, accept or defer, or monitor?

Where it comes from: Your judgment. One of the six. Monitor is a decision only when a trigger is written down.

4 Owner and due date

Who is accountable, and by when?

Where it comes from: The CASE or GNE owner and its SLA state in CSA and CASE workflow.

5 Execution object

The linked CASE or GNE, the queue, or the governed work item the decision lands in.

Where it comes from: The open CASE or GNE, or the governed queue that will hold the work.

6 Success measure

What metric, condition, SLA, backlog, age or trend should change?

Where it comes from: The panel you expect to move. Name the current state and the target.

7 Next review

When will leadership look at the evidence again?

Where it comes from: Your governance cadence. Weekly operational, monthly executive, or quarterly board.
