

Present the evidence from a test and secure a clear, owned scale, hold, or stop decision.

Decision Requested**Context****Options**

Include "Do nothing" and state the cost of the status quo.

Evidence

Metrics against thresholds, with dates and sources.

Risks and Mitigations

Risk	Mitigation

Recommendation**Decision**

Every brief closes with one of three decisions.

Scale Hold Stop

Effective Date**Owner**

Follow-up and Next Review (dated)

Next Steps

Decision rule. Close every brief with scale, hold, or stop, each carrying a named owner and a dated next review. A brief that ends without a dated decision and an owner is a discussion, not a decision.