

*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)

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### Next Steps

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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.