

{RAPID Decision Title / UID}

Context

A memo style section that tees up the Issue / Problem.

Decision Details

Decision Type	Type 1 or Type 2 and why
Department or Function	e.g. Design, Engineering, Product, Sales
Input Deadline	Sep 28, 2022
Decision Deadline	Oct 3, 2022
Implementation Deadline	Oct 7, 2022

Decision Roles

Role	Short Description	Owner
Recommend ▾	Single person who proposed the Issue/Solution	Adam Ismaeil
Agree ▾	People whose input must be provided	@person
Perform ▾	People who will be implementing the decision	@person
Input ▾	People whose input is worth hearing	@person
Decide ▾	Single person who makes the final call	@person

Proposed Solutions

Cover the possible paths forward including pros or cons.

1. Option A...
 - a. Pros
 - b. Cons
2. Option B...
 - a. Pros
 - b. Cons

Feedback

Feedback should be provided inline as comments. This section tracks input from stakeholders.

Reviewer	Status	Notes
Adam Ismaeil	Not started ▾	
Adam Ismaeil	In progress ▾	
Adam Ismaeil	Completed ▾	

Final Decision

The decision maker summarizes final decision + any comments here.

Next Actions

Include all follow-up items that come from Input and during the Decision Making meeting.

Action	Owner	Deadline	Status
Describe next action	Adam Ismaeil	Sep 14, 2022	Not started ▾
Describe next action	@person	Sep 14, 2022	Not started ▾