

Decision review trigger card

Quick start and fictional worked example

Record the changes that should reopen a decision before its next scheduled review.

- 1. Copy the original decision and the limits it relied on.
- 2. Write changes that someone could notice and report.
- 3. Agree who acts when a trigger occurs and where that action is recorded.

A useful finish: A change in scope causes an explicit review rather than quietly becoming the new default.

FICTIONAL EXAMPLE / Adapt the process, not the facts.

Decision being tracked	Fictional decision D-08: two-week trial of a summarization tool using public samples only.
Assumptions and limits	Public data only, five trial users, no confidential inputs, and no operational use.
Review date	2 November 2026, illustrative end-of-trial review.
Changes that trigger review	Any proposal to use internal data, add users beyond the trial group, or use output in a live workflow.
Who notices and who decides	Trial coordinator notices changes; the team lead decides whether the scope may change.
Action when a trigger occurs	Pause the proposed change, bring it to the team lead, and record the review outcome against D-08.

Decision review trigger card

Your worksheet / Start here

Type into the boxes or print these two pages. Save a copy and reopen it to check your entries. For longer notes, use the text template or browser tool.

1. Decision being tracked

Give the decision reference and a short description.

2. Assumptions and limits

What did the decision depend on?

3. Review date

Use an actual date when planning real work.

Decision review trigger card

Your worksheet / Continue and review

Type into the boxes or print these two pages. Save a copy and reopen it to check your entries. For longer notes, use the text template or browser tool.

4. Changes that trigger review

Make each trigger observable rather than vague.

5. Who notices and who decides

Separate monitoring from authority to change the decision.

6. Action when a trigger occurs

Say what happens first and where the review is recorded.

Before you finish: A change in scope causes an explicit review rather than quietly becoming the new default.

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