

Organization Name

Division/Directorate Name

Program Decision Document

Decision Title

Program: Program Name

Project: Project Name

Document Number: PDD-XXXX-XXX

Version: 1.0

Effective Date: 2026-01-21

This document records a formal program decision and the associated agreements between parties.

Document Control

Revision History

Version	Date	Author	Description of Changes
1.0	MMMM DD, YYYY	Author Name	Initial release

Approval Signatures

Role/Title	Name	Signature	Date
Program Manager			
Project Manager			
Technical Lead			
Systems Engineer			

Note: This document may also be approved via cryptographic digital signature applied to the PDF. Digital signatures provide tamper-detection and are embedded in the PDF metadata. See `sign.sh` (macOS/Linux) or `sign.ps1` (Windows) for signing instructions.

Contents

1 Purpose	3
2 Scope	3
2.1 Applicability	3
2.2 Period of Performance	3
3 Background	3
3.1 Context	3
3.2 Problem Statement	3
3.3 Alternatives Considered	4
4 Decision	4
4.1 Decision Statement	4
4.2 Rationale	4
4.3 Key Assumptions	4
4.4 Constraints	4
5 Roles and Responsibilities	5
5.1 Responsible Organizations	5
5.2 Agreements	5
5.2.1 Party 1 Name Agrees To:	5
5.2.2 Party 2 Name Agrees To:	5
6 Implementation	5
6.1 Implementation Plan	5
6.2 Success Criteria	5
6.3 Verification Method	6
7 Risk Assessment	6
7.1 Identified Risks	6
8 Resources	6
8.1 Funding	6
8.2 Personnel	6
8.3 Facilities and Equipment	6
9 Documentation and Reporting	6
9.1 Related Documents	6
9.2 Reporting Requirements	6
10 Dispute Resolution	6
11 Amendment Procedures	7
A Supporting Data	7
B Acronyms and Definitions	7

C Reference Documents**7****D Template References****7**

1. Purpose

This Decision Document establishes a formal record of the decision regarding Decision Title for the Program Name / Project Name. This document:

- Records the decision and its rationale
- Identifies the parties responsible for implementation
- Documents agreements between participating organizations
- Establishes roles, responsibilities, and commitments
- Provides traceability for future reference

2. Scope

2.1 Applicability

This decision applies to:

- List applicable organizations, projects, or elements
- Add items as needed

2.2 Period of Performance

This decision is effective from 2026-01-21 and remains in effect until:

- Superseded by a subsequent decision document
- Formally terminated by mutual agreement of the parties
- Completion of the program/project phase

3. Background

3.1 Context

Provide background information that led to the need for this decision. Include relevant history, constraints, and driving factors.

3.2 Problem Statement

Clearly state the problem or issue that required a decision.

3.3 Alternatives Considered

The following alternatives were evaluated:

1. Alternative 1: Description

- Pros: List advantages
- Cons: List disadvantages

2. Alternative 2: Description

- Pros: List advantages
- Cons: List disadvantages

3. Alternative 3: Description

- Pros: List advantages
- Cons: List disadvantages

4. Decision

4.1 Decision Statement

State the decision clearly and unambiguously. This should be a definitive statement of what was decided.

4.2 Rationale

Explain why this decision was made. Reference the evaluation criteria used and how the selected option best meets program needs.

4.3 Key Assumptions

The following assumptions underpin this decision:

1. Assumption 1
2. Assumption 2
3. Assumption 3

4.4 Constraints

This decision is subject to the following constraints:

1. Constraint 1
2. Constraint 2
3. Constraint 3

5. Roles and Responsibilities

5.1 Responsible Organizations

Organization	Point of Contact	Responsibilities
Organization 1	POC Name	List key responsibilities
Organization 2	POC Name	List key responsibilities
Organization 3	POC Name	List key responsibilities

5.2 Agreements

The parties to this decision agree to the following:

5.2.1 Party 1 Name Agrees To:

1. Commitment 1
2. Commitment 2
3. Commitment 3

5.2.2 Party 2 Name Agrees To:

1. Commitment 1
2. Commitment 2
3. Commitment 3

6. Implementation

6.1 Implementation Plan

#	Action Item	Responsible Party	Due Date	Status
1	Action description	Owner	Date	Status
2	Action description	Owner	Date	Status
3	Action description	Owner	Date	Status

6.2 Success Criteria

The following criteria will be used to determine successful implementation:

1. Criterion 1
2. Criterion 2
3. Criterion 3

6.3 Verification Method

Describe how implementation success will be verified.

7. Risk Assessment

7.1 Identified Risks

#	Risk Description	Likelihood	Impact	Mitigation Strategy
1	Risk description	L/M/H	L/M/H	Mitigation approach
2	Risk description	L/M/H	L/M/H	Mitigation approach
3	Risk description	L/M/H	L/M/H	Mitigation approach

8. Resources

8.1 Funding

Describe funding arrangements, if applicable.

8.2 Personnel

Describe personnel commitments, if applicable.

8.3 Facilities and Equipment

Describe facility or equipment commitments, if applicable.

9. Documentation and Reporting

9.1 Related Documents

- Document title and number
- Document title and number
- Document title and number

9.2 Reporting Requirements

Describe any reporting requirements associated with this decision.

10. Dispute Resolution

In the event of a disagreement regarding the interpretation or implementation of this decision, the following escalation path shall be followed:

1. Working-level discussion between affected parties
2. Escalation to Project Manager level

3. Escalation to Program Manager level
4. Additional levels as appropriate

11. Amendment Procedures

This decision document may be amended by:

1. Written request from any signatory party
2. Review and concurrence by all affected parties
3. Formal approval by the Decision Authority
4. Distribution of the revised document

A. Supporting Data

Include any supporting data, analyses, or trade studies that informed the decision.

B. Acronyms and Definitions

Term	Definition
Acronym/Term	Definition
Acronym/Term	Definition

C. Reference Documents

1. Full citation for reference document
2. Full citation for reference document

D. Template References

This document template was developed based on the following NASA guidance:

1. NASA Procedural Requirements (NPR) 7120.5, NASA Space Flight Program and Project Management Requirements
<https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=7120&s=5>
2. NASA Procedural Requirements (NPR) 7123.1, NASA Systems Engineering Processes and Requirements
<https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=7123&s=1>
3. NASA/SP-2016-6105 Rev2, NASA Systems Engineering Handbook
<https://www.nasa.gov/reference/systems-engineering-handbook/>
4. NASA Procedural Requirements (NPR) 1600.1, NASA Security Program Procedural Requirements
<https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=1600&s=1>