

**Organization Name**

Division/Directorate Name

---

## Program Decision Document

---

### Decision Title

<b>Program:</b>	Program Name
<b>Project:</b>	Project Name
<b>Document Number:</b>	PDD-XXXX-XXX
<b>Version:</b>	1.0
<b>Effective Date:</b>	2026-01-13

*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	2026-01-13	Author Name	Initial release

Approval Signatures

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

Contents

1 Purpose 4

2 Scope 4

2.1 Applicability 4

2.2 Period of Performance 4

3 Background 4

3.1 Context 4

3.2 Problem Statement 4

3.3 Alternatives Considered 5

4 Decision 5

4.1 Decision Statement 5

4.2 Rationale 5

4.3 Key Assumptions 5

4.4 Constraints 5

5 Roles and Responsibilities 6

5.1 Responsible Organizations 6

5.2 Agreements 6

5.2.1 Party 1 Name Agrees To: 6

5.2.2 Party 2 Name Agrees To: 6

6 Implementation 6

6.1 Implementation Plan 6

6.2 Success Criteria 6

6.3 Verification Method 7

7 Risk Assessment 7

7.1 Identified Risks 7

8 Resources 7

8.1 Funding 7

8.2 Personnel 7

8.3 Facilities and Equipment 7

9 Documentation and Reporting 7

9.1 Related Documents 7

9.2 Reporting Requirements 7

10 Dispute Resolution 7

11 Amendment Procedures 8

A Supporting Data 8

B Acronyms and Definitions 8

C Reference Documents	8
D Template References	8

## 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 2026-01-13 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- Superseded by a subsequent decision document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>