



Topic

Point Person

Role of Executive Team (consult, inform, decide)

Executive Sponsor

Problem Definition

Outcome Description

Primary Recommendation

Options Table

	Option 1	Option 2	Option 3
Description			
Pros			
Cons			
Benefits/Revenue			
Obstacles			

Final Decision

Key Actions: (Who, What, When?)

1.
2.
3.
4.
5.

