THE PROPOSAL

The decision

What should the audience approve?

YOUR CONTENT

State the proposal in one sentence.

CHECK BEFORE SHARING

Name the owner, date and scope of this decision.

Replace the prompts with your own facts. Duplicate or remove slides as needed.

The problem

What needs to change?

YOUR CONTENT

Describe the observed problem and who experiences it.

CHECK BEFORE SHARING

Add the source, period and limits of your evidence.

Replace the prompts with your own facts. Duplicate or remove slides as needed.

The evidence

What do we know?

YOUR CONTENT

Separate confirmed facts from interpretations.

CHECK BEFORE SHARING

Use one primary finding and explain why it matters.

Replace the prompts with your own facts. Duplicate or remove slides as needed.

The options

Compare the same criteria

Decision criterion	Option A	Option B
{Outcome needed}	{Evidence}	{Evidence}
{Resources required}	{Requirement}	{Requirement}
{Main risk}	{Trade-off}	{Trade-off}

Replace the prompts with your own facts. Duplicate or remove slides as needed.

The plan

Make the next step practical

YOUR CONTENT

Set a milestone, accountable owner and resources.

CHECK BEFORE SHARING

Record the dependency and the condition for stopping.

Replace the prompts with your own facts. Duplicate or remove slides as needed.

The request

Close with a decision

YOUR CONTENT

We request {approval} to achieve {milestone} by {date}.

CHECK BEFORE SHARING

Record the decision, conditions and next checkpoint.

Replace the prompts with your own facts. Duplicate or remove slides as needed.