

The Decision Record

For model choice, workflow selection, autonomy rung changes, and major prompt-contract versions. One page, ten fields, evidence you can return to.

FIELD / MEASURE	YOUR ENTRY
Decision & date One sentence, plus effective date.	
Owner A name, not a team.	
Alternatives considered And why these candidates, in one paragraph.	
Evidence Evaluation dataset used, thresholds, results summary.	
Acceptance criteria Hard gates vs. targets, as agreed before the test.	
Known limitations & mitigations What we're accepting, and what contains it.	
Envelope Cost per run, latency, and quality floors this decision commits to.	
Risk sign-offs Who from risk/legal/security approved, when required by the approval matrix.	
Re-evaluation trigger & cadence Quarterly, or on major vendor releases, or on metric X crossing Y.	
Reversal plan How we back out, how long it takes, and who can invoke it.	

Name the owner. Agree criteria before the test. Make the reversal plan executable and rehearse it.

