

# PF v2.0 Decision Record Template (v1.0)

Compact record for decisions that may need later review, contestability, repair, or revision.

**Use posture:** Use selectively when a decision is likely to matter later. Scale detail to stakes. Record enough to support review and repair while protecting sensitive information where disclosure would create avoidable harm.

## CASE BOUNDARY

<b>Short label / case name:</b> _____	<b>Date / time:</b> _____
<b>Decision-maker(s) / role(s):</b> _____	<b>Related case / project / system boundary (optional):</b> _____

## 1. BASIS FOR KEY CLAIMS

### Transparency cue, not a rating or clearance

Briefly indicate the nature of the claims to help orient future review.

Basis for key claims (optional): conceptual / mixed / evidence-leaning / other

\_\_\_\_\_

Notes on basis (optional):

\_\_\_\_\_

## 2. EXPRESSION + DECISION BOUNDARY

**Expression-in-context under review (the concrete action / output / policy / omission being chosen):**

\_\_\_\_\_

**Decision boundary (what is in scope now, and what is not):**

\_\_\_\_\_

**Time horizon (one-time act / repeated practice / precedent-setting / ongoing):**

\_\_\_\_\_

## 3. CONTEXT SNAPSHOT

Consider noting the context features most likely to change the judgment (at the safest useful level of specificity).

<b>Power / impact</b> scale, reach, reversibility	_____
<b>Incentives / pressures</b> what is rewarded, punished, rushed, hidden	_____
<b>Constraints</b> resources, time, coordination limits, safety limits	_____
<b>Norms / rules / instructions</b> formal and informal pressures	_____
<b>Awareness</b> who can understand likely consequences well enough to steer or contest, and who bears risk without that visibility	_____
<b>Internal states</b> e.g., urgency, fatigue, fear, overload—only if materially relevant, structurally important, and safe to record	_____
<b>Record-pressure note (optional)</b> what may be shaping the record itself?	_____

#### 4. OPTIONS SET

List the realistic options considered, including smaller-scope or more reversible paths where relevant.

Option A	Option B	Option C / pause / defer / narrow-scope option (if relevant)
<b>Option description:</b> _____ _____ _____	<b>Option description:</b> _____ _____ _____	<b>Option description:</b> _____ _____ _____
<b>Benefits / risks / constraints:</b> _____ _____ _____	<b>Benefits / risks / constraints:</b> _____ _____ _____	<b>Benefits / risks / constraints:</b> _____ _____ _____
<b>Additional notes:</b> _____ _____	<b>Additional notes:</b> _____ _____	<b>Additional notes:</b> _____ _____