

Appendix F

Decision Closure Scripts

Post-Decision Closure Script

General Use

"Before we close this item, I want to make sure the decision is clear and properly closed.

Here is what we have decided."

Pause.

"We have decided to [state the decision outcome clearly].

This is a commitment, not an intention."

Pause.

"The reasoning behind this decision, as we understand it today, is as follows."

Pause.

"[State the primary value or risk driving the decision.]

[State the key evidence and known facts that made this decision justified.]

[State the boundaries and scope of this decision.]"

Pause.

"I want to be explicit about the assumptions we are making."

Pause.

"[State the key assumptions.]"

Pause.

"We are also accepting the following trade-offs."

Pause.

"[State the main trade-offs accepted.]"

Pause.

"This decision stands unless one of the following conditions occurs."

Pause.

"[State the revisit triggers.]"

Pause.

"The planned review point for this decision is as follows."

Pause.

"[State the review date or review condition.]"

Pause.

"If those conditions are met, we will revisit this decision deliberately rather than adjusting it informally."

Pause.

"To be clear, what we have not decided today is execution detail, timelines, or ownership beyond this commitment."

Pause.

"With this, the decision is closed."

Pause.

"Any future discussion that materially changes this commitment will be treated as a new decision."

Pause.

"Let's move on."

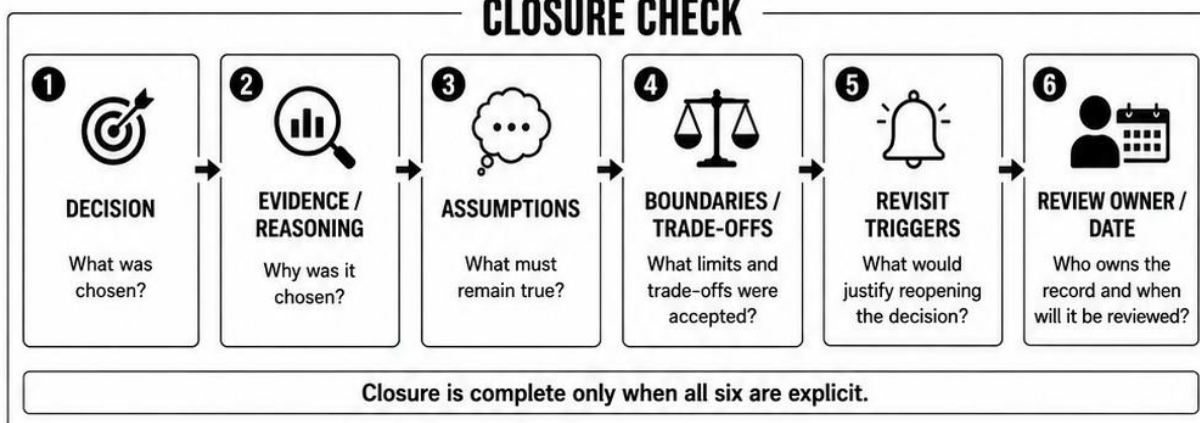
APPENDIX F

DECISION CLOSURE SCRIPTS

PRACTICAL LANGUAGE FOR CLOSING A DECISION AND PRESERVING ITS REASONING

 USE THIS WHEN	 FORMAT	 OUTPUT
A decision path has been chosen and the reasoning must be preserved before execution.	Closure checklist with a model closing script and facilitator notes.	A closed decision record with ownership, assumptions, trade-offs, and revisit conditions.

CLOSURE CHECK



MODEL CLOSING SCRIPT

1 STATE THE DECISION	SAY: The decision is to <i>[Improve / Redesign / Preserve]</i> . PURPOSE: Make the chosen path explicit. FACILITATOR NOTE: State one outcome only.
2 STATE THE BASIS	SAY: This decision is based on the evidence reviewed and the intent we agreed. PURPOSE: Link commitment to reasoning. FACILITATOR NOTE: Do not rely on optimism or vague consensus.
3 NAME ASSUMPTIONS	SAY: This decision depends on the following assumptions remaining true... PURPOSE: Keep future review honest. FACILITATOR NOTE: Name only the assumptions that materially matter.
4 RECORD BOUNDARIES AND TRADE-OFFS	SAY: We are accepting these limits, exclusions, and trade-offs... PURPOSE: Preserve what was included and what was not. FACILITATOR NOTE: Make losses explicit, not implied.
5 DEFINE REVIEW	SAY: We will revisit this decision if these triggers appear. The review owner is _____. PURPOSE: Prevent drift and memory loss. FACILITATOR NOTE: Execution begins only after ownership and review are explicit.

QUICK GUARDRAILS



- No execution before closure.
- No vague hybrid outcome.
- No missing owner.
- No hidden trade-offs.
- No rewritten history.

SHORT CLOSING VERSION



- 1) State the path chosen.
- 2) State the reasoning and evidence.
- 3) Record assumptions, boundaries, and trade-offs.
- 4) Name triggers, owner, and review date.

CLOSURE PRESERVES THE DECISION SO EXECUTION DOES NOT REWRITE IT.