

APPENDIX F

DECISION CLOSURE SCRIPTS

PRACTICAL LANGUAGE FOR CLOSING A DECISION AND PRESERVING ITS REASONING



USE THIS WHEN

A decision path has been chosen and the reasoning must be preserved before execution.



FORMAT

Closure checklist with a model closing script and facilitator notes.



OUTPUT

A closed decision record with ownership, assumptions, trade-offs, and revisit conditions.

CLOSURE CHECK



Closure is complete only when all six are explicit.

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.