

Template: Decision Argument

This template explains the parts and order of a decision argument. The order of the parts is designed to be easy for your reader to follow. For example, when you argue a recommendation for a decision, you first need to define what the decision is for the reader and then the decision options you have considered.

Decision criteria are simply the factors that you think are most important to consider when making the decision, for example, here is one criterion that could be used for making an important business decision: Which decision option is most financially favorable for the company in the long term? The core of the argument is showing why your recommended option is overall the best one available according to the criteria you use. Please note that there is no rule for the number of criteria. Use the fewest number that yields a strong argument.

State the Decision	What is the decision to be made?
State the Decision Options	What are the options for this decision?
State Your Recommended Option	Which decision option are you recommending?
State Your Criteria	What are the major criteria you will use to argue your decision recommendation?
Prove Your Recommended Option	Why are you recommending your option?
Criterion A	What is the evidence and reasoning based on the first criterion that supports your recommended option?
Criterion B	What is the evidence and reasoning based on the next criterion that supports your recommended option?
Criterion C	What is the evidence and reasoning based on the next criterion that supports your recommended option?
Action Plan	What actions are needed to implement the decision?