COBALT OFFICE · STRATEGY

Executive Decision Memo

A focused memo framing a decision, relevant context, evaluated options, trade-offs, recommendation, and requested approval.

Mara Klein · 4 August 2026 · NS-020-2026

Decision requested

State one specific decision, decision owner, deadline, recommended answer, and consequence of no decision.

Document control	Detail
Owner	Mara Klein
Reference	NS-020-2026
Effective date	4 August 2026
Status	Ready for review

Context and evidence

Provide only the facts, assumptions, constraints, prior decisions, stakeholder perspectives, and evidence needed. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Options and trade-offs

Compare credible options consistently across value, cost, speed, risk, reversibility, capacity, and strategic fit.

Measure	Baseline	Current	Target
Options and trade-offs	58	74	90
Delivery confidence	64%	78%	86%

Recommendation

Explain why the recommended option best meets the criteria, including weaknesses, residual risk, and conditions. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Implementation and approval

Define immediate actions, accountable owner, milestones, reporting, approval wording, and the permanent decision record. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

Name *

Title or role *

Signature *

Date *