

Custom Software Decision and Requirements Workbook

Instructions

Use this workbook independently with the people who own and perform the work. Record evidence, assumptions, disagreements, and open questions. Do not force a universal answer or rely on invented benchmarks. Professional technical, legal, financial, security, accessibility, or operational assessment may be appropriate for complex, sensitive, regulated, or business-critical decisions.

Decision frame

Prompt	Notes, evidence, owner, and next action
Business problem and affected users	
Current process and tools	
Desired outcome and decision supported	
Constraints and options already considered	

Requirements register

Prompt	Notes, evidence, owner, and next action
Role / trigger / input	
Business rule and exception	
Output and system of record	
Acceptance evidence / priority / owner	

Budget and proposal review

Prompt	Notes, evidence, owner, and next action
Discovery and design	
Build, migration, and integrations	
Testing, security, accessibility, and operation	
Exclusions, dependencies, ownership, support, and exit terms	

Decision record

Prompt	Notes, evidence, owner, and next action
Selected approach and reason	
Assumptions and unresolved risks	
Approver and next review date	
Success, stop, and reconsideration conditions	

This resource is educational and does not guarantee a result. Visit outlookintensified.com/resources/ for the accessible webpage and related guidance.