



Creating a Project Decision

Quick Reference Guide

Creating a Project Decision

A project decision is reached by project leader, team members, or other stakeholders to determine project strategy, tactics, and acceptable actions. Decisions can be created on a project by using the Decisions related list at the bottom of the form.

1. Once you have opened the project scroll to the bottom of the form to view the related lists. Select the Decisions related list and click the **New** button to add a unique decision, if the decision is shared with other projects select the **Edit** button and choose from the slush bucket.
2. Complete the form fields and **Save** the form. Decisions can either be **Approved** or **Rejected**.
3. The Decision can be updated by either clicking on the Number field and opening the form or by double clicking on certain fields for inline editing.

This screenshot shows the 'Decisions' related list within a project form. The 'Decisions' tab is selected in the top navigation bar. Below the navigation bar, there is a search bar and a table of decisions. The table has columns for 'Number', 'Short description', 'Due date', and 'State'. A single decision is listed with the number 'DCSN0001001', the description 'Deployment will occur at all locations', the due date '06-30-2020 15:08:08', and the state 'Pending'.

Number	Short description	Due date	State
DCSN0001001	Deployment will occur at all locations	06-30-2020 15:08:08	Pending

This screenshot shows the 'New Decision' form. It contains several input fields: 'Number' (DCSN0001001), 'Requestor' (System Administrator), 'Due date' (2019-11-15 13:33:31), 'State' (Approved), and 'Approval Required' (No). There is also a 'Short description' field with the text 'Deployment will occur at all locations'. At the bottom, there are 'Save' and 'Submit' buttons.

Number: DCSN0001001
Requestor: System Administrator
Due date: 2019-11-15 13:33:31
State: Approved
Approval Required: No
Short description: Deployment will occur at all locations
Buttons: Save, Submit

This screenshot shows the 'Decisions' related list with the 'Deployment will occur at all locations' decision selected. The 'Number' field is highlighted, and there are green and red icons next to it, indicating that the decision can be updated or deleted. The 'Due date' field is also highlighted, and there are green and red icons next to it, indicating that the due date can be updated or deleted.

Number	Short description	Due date	State
DCSN0001001	Deployment will occur at all locations	06-30-2020 15:08:08	Pending