**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12077&utm_source=template-word&utm_medium=content&utm_campaign=Decision+Flowchart+Template-word-12077&lpa=Decision+Flowchart+Template+word+12077)Microsoft Word Decision Flowchart Template**

**When to Use This Template:**

Use this template whenever your team needs to make a critical decision. It is particularly useful in strategic planning sessions, risk management meetings, or any situation where you need to evaluate the consequences of different choices, so you can guide stakeholders toward informed decisions.

**Notable Template Features:**

This template includes decision points and branching paths so that you can explore various scenarios. The layout helps you visualize and analyze the impact of each potential choice.

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Decision B2:   
Will it improve user satisfaction?

**NO**

**NO**

**NO**

Decision A1:   
Do we have the necessary

resources?

Decision B1:   
Is it technically feasible?

Decision C1:   
Is it a core feature or an enhancement?

Reconsider based on ROI

Conduct further research

Reassess feature scope and dependencies

Plan for resource acquisition

Seek customer feedback for alternatives

Schedule for future sprint

Prioritize development

Implement in next release cycle

Proceed with integration testing

Begin development phase

Validate with prototype

Fast-track development

**YES**

**YES**

**YES**

Decision A2:   
Will it provide a competitive advantage?

**NO**

**YES**

**NO**

**YES**

**NO**

**YES**

**NO**

**YES**

**NO**

**YES**

EXAMPLE TEMPLATE

INPUT

Decision C:   
Can we build it within the budget?

Decision B:   
Do customers demand this feature?

Decision A:   
Is the feature aligned with our product roadmap?

**NO**

**YES**

Decision C2:   
Does it integrate well with the existing features?

Explore alternative solutions

Do not proceed with development

Reevaluate at next roadmap meeting

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Decision C

Decision B

Decision A

Decision B2

Decision C2

**NO**

Description

Description

**NO**

**NO**

Description

Decision A1

Decision B1

Decision C1

Description

Description

Description

Description

Description

Description

Description

Description

Description

Description

Description

Description

**YES**

**YES**

**YES**

Decision A2

**NO**

**YES**

**NO**

**YES**

**NO**

**YES**

**NO**

**YES**

**NO**

**YES**

**NO**

**YES**

COMMENTS AND NOTES:

Additional information…

LEGEND

INPUT / OUTPUT

DECISION POINTS

PROCESS STEP

INPUT / OUTPUT

|  |
| --- |
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