**Record of Decision (ROD)**

**(General Use)**

[Whenever ROD required to support a Case, changing document or changing requirement, use this form **OR** (preferably) enter information and attachments directly into RMS database.

Use ROD/Impact Analysis form for Contract 31 Modifications (04.04.001.302).

**Initiator**: File as part of a RM Case - more than one per Case is ok. Give to RMC Rep, or RM PM.

**RMC Rep or RM PM**: Make sure filename = yyyymmdd\_ROD\_(2-4 word descriptor)

Example: 20120921\_ROD\_RIF\_policy]

|  |  |
| --- | --- |
| **Date Submitted:** |  |
| **RM Case:** | (describe) |
| **SME/Initiator:** |  |
| **RMC Representative:** |  |
| **RMC Representative Function:** |  |
|  |  |
| **Citation & Title of Requirement(s) or Document(s)** | (list Reqs associated with this ROD) |
|  | (list Institutional Docs associated with this ROD) |
| **Summary Analysis:** | (Briefly explain the key points leading you/team to the Decision being made. |
| **Summary Decision:** | (State the Decision and/or Recommendation for next steps. If this Case includes Contract Deliverables, state explicitly whether they change - added, modified, removed. ) |
| **List team contributors to this ROD** |  |
| **RMC and/or RM PM review date** |  |

[Note: File ALL supporting analyses, implementation plans, etc. with associated Case in RMS database.]