

Technology decision template

One page for every technology investment, completed before it is approved.

SolandriX

INVESTMENT / BUDGET LINE

PREPARED BY

NEEDS APPROVAL BY

1 The decision

One sentence with an outcome and a date - not the name of a technology.

2 The cost of doing nothing

A number or a named risk: hours per week, recurring errors, end of support, a requirement you cannot meet.

3 Constraints that cannot move

Team skills, systems it must connect to, rules for the data, deadline, budget ceiling.

4 The options, against the same criteria

Include year-two running costs: licences, usage, hosting, integrations, monitoring, maintenance, security work, internal operating time.

CRITERION	OPTION A	OPTION B	DOING NOTHING
Business continuity			
Cost to build			
Cost in year two			
Team capability			
Security			
Flexibility			
Maintainability			
Time			

5 What we know and what we assume

CONFIRMED

ASSUMED

Riskiest assumption, and how we will test it before the money is committed:

6 Changing course and ownership

Cost to change course (data export, contract, connected systems)

Person inside the business who owns the result after launch

7 Recommended next step

If this page cannot be filled in yet, approve a smaller discovery or pilot first: enough to confirm the requirement, test the riskiest assumption and calculate the real operating cost.