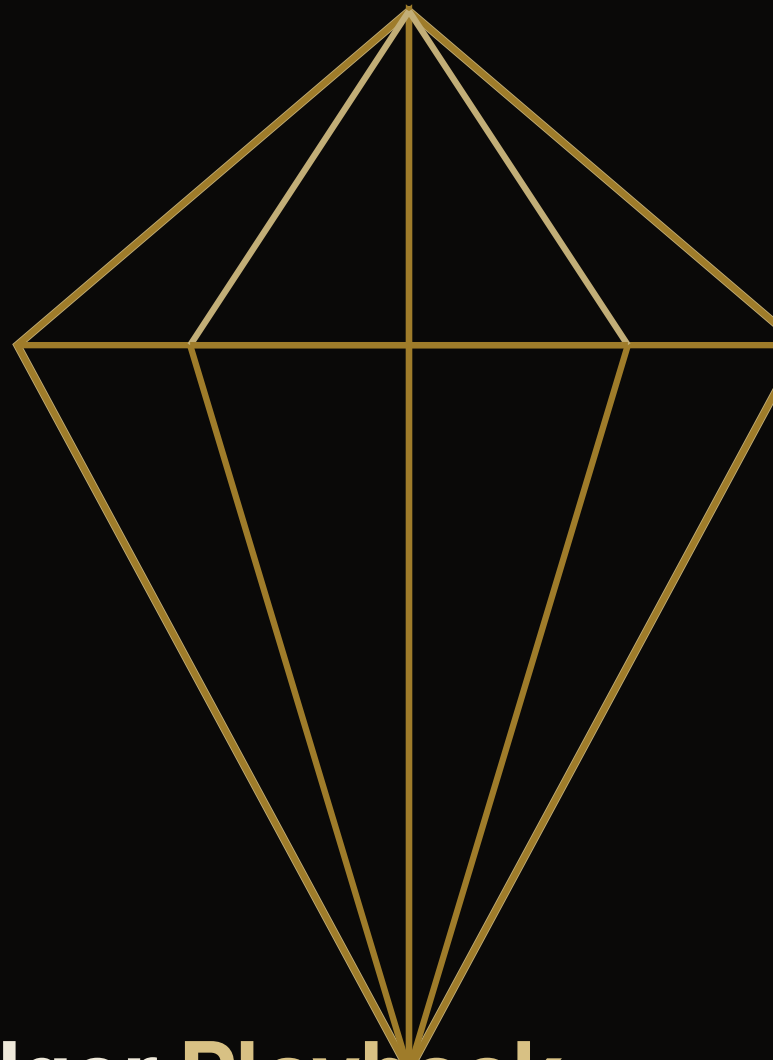


KNOWLEDGE SYSTEMS



The Decision Ledger **Playbook.**

A practical system for capturing why every decision was made — and turning it into durable company knowledge your team can use.

START HERE

A wiki tells you what exists. A decision ledger tells you **why it exists.**

A decision ledger is a single, structured record of the choices that shape your company — and, crucially, the reasoning behind them. This playbook gives you the exact format, the workflow, and the templates to start one this week.

It's the companion to our guide *Escaping the Knowledge Bottleneck*. Where that one makes the case, this one is the manual: what a good entry looks like, where to keep it, and how to make capture a habit that sticks.

THE ONE-SENTENCE DEFINITION

A decision ledger is an append-only log of decisions, each captured with enough context that someone who wasn't in the room could understand — and trust — the call.

What's inside

- 1. Anatomy of a good entry.** — The seven fields, and what makes each one earn its place. 03
- 2. Three worked examples.** — Real-shaped entries you can copy. 04
- 3. The capture workflow.** — How decisions get in without slowing anyone down. 05
- 4. Linking & review.** — Turning entries into a living memory. 06

PART ONE

Anatomy of a good entry.

Every entry uses the same seven fields. Consistency is the point — it's what makes a year of decisions searchable and teachable instead of a pile of notes.

FIELD	WHY IT EARNS ITS PLACE
Decision	The choice in one line. If you can't state it in a sentence, you haven't decided yet.
Date & owner	Accountability and time-context. "Who" matters as much as "what."
Context	The real constraints at the time — so the call is judged on what was known, not hindsight.
Options	What else was considered. This is what stops a settled debate from re-opening.
Rationale	Why this one. The single most valuable field — your actual reasoning.
Trigger	What new information would make you revisit. Turns a static record into a living one.
Links	Related decisions, so reasoning forms chains.

THE TWO-MINUTE RULE

If an entry takes more than two minutes, your fields are too heavy. Capture the reasoning, not an essay. You can always expand a decision that turns out to matter.

PART TWO

Three worked examples.

Steal these shapes. Each is a complete, real-feeling entry you can adapt.

EXAMPLE · PRICING

Decision: Move from hourly billing to fixed-scope project pricing.

Context: Hourly created adversarial scope debates; clients feared open-ended bills.

Options: (a) keep hourly, (b) retainer, (c) fixed-scope. **Rationale:** Fixed-scope aligns incentives and lets us price our judgment, not our hours.

Trigger: Revisit if >30% of projects blow scope by 2×.

EXAMPLE · HIRING

Decision: Hire a senior generalist before a specialist.

Context: Needs shifting weekly; can't yet justify a narrow role.

Options: (a) specialist now, (b) contractor, (c) senior generalist. **Rationale:** Adaptability beats depth at our stage; one strong generalist covers three gaps.

Trigger: Revisit once a function has steady, full-time load.

EXAMPLE · TECH

Decision: Keep client data on local hardware, not the cloud.

Context: Handling sensitive IP; per-seat cloud costs rising.

Options: (a) cloud SaaS, (b) self-host VPS, (c) local. **Rationale:** Data ownership + fixed cost outweigh setup effort and remove a key client objection.

Trigger: Revisit at >25 staff or if a workload needs elastic scale.

PART THREE

The capture workflow.

The best capture system is the one that survives a busy week. Attach it to things you already do.

1 Decide in the open

When a real call gets made — in a meeting, a thread, a hallway — someone says "that's a decision."

2 Capture on the spot

Two minutes, seven fields. Done while the reasoning is still fresh, not reconstructed later.

3 Drop it in one place

One ledger, append-only. Not five docs. The single location is what makes it findable.

4 Review weekly

A 15-minute Friday pass: what did we decide, and why? Fill any gaps, add links.

"Capture is a **habit**, not a project. Two minutes at the moment of decision beats two hours of reconstruction later."

Do this week: Add "Decisions" as a standing last item on every recurring meeting agenda. Capture whatever surfaces.

PART FOUR

From a log to a **living memory.**

A list of decisions is useful. A *linked* set of decisions is an asset — because reasoning rarely stands alone.

Link in three directions

- ◆ **Supersedes** — this decision replaces an earlier one. Keep both; the change is the lesson.
- ◆ **Depends on** — this only holds while another decision holds.
- ◆ **Relates to** — same theme, useful to read together (all pricing calls, all hiring calls).

The quarterly read-through

Once a quarter, read your decisions like a story. You'll spot contradictions, expired triggers, and patterns in how you actually think. This is where a ledger stops being admin and starts being strategy.

THE PAYOFF

Hand a new hire your linked ledger and they absorb a year of judgment in an afternoon — not by reading what you did, but by understanding why. That is what compounding knowledge feels like.

ADAMAS_α FALCON INTELLIGENCE GROUP

WANT THE LEDGER BUILT FOR YOU?

Skip the setup. Start with a system.

ADAMAS turns this playbook into a working, local-first decision ledger — loaded with your real decisions and built to compound. For founder-led companies scaling from \$2M to \$5M.

Begin with a **Clarity Audit**: we map where your knowledge is trapped and deliver a report you can act on.

The Clarity Audit — \$1,000, credited toward your build.

[Book your Clarity Audit →](#)

adamas-project.com

