Decision worksheet

Complete one worksheet per business service. Record unknowns as an action, an owner and a deadline. Fields are fillable in a compatible PDF reader.

Service and scope

Usage, users, machines, versions, environments and dependencies.

Owners and decision-maker

Business, application, technical, security and project owners; sponsor.

Key dates

End of support, vendor source, verification date and internal target.

Risk and continuity

Exposure, applicable vulnerabilities, privileges, business impact, acceptable downtime and data loss.

Options considered

Direct upgrade or intermediate step, migration, retirement, temporary retention. Compatibility and limitations.

Decision requested

Proposed direction, prerequisites, residual risks and approval authority.

Resources requiring approval

Retention and exit: costs, internal effort, skills, availability, funding owner and approval date.

Execution and exit

Track evidence and commitments until the old environment is retired. Review continued operation if a material assumption changes.

Preparation and acceptance

Prerequisites, business and technical tests, interfaces, approvers, evidence and blockers.

Cutover and stabilisation

Window, participants, authorisation, communications and operating criteria.

Backup and rollback

Recovery evidence, trigger, duration, owner and handling of data created after cutover.

Temporary continued operation

Reason, coverage, support for each component, safeguards, accepted risk, owner, review and exit.

Retirement and closure

Acceptance, operational handover, data retention, source retirement, access, flows, inventory and costs.

Tracking and escalation

Next action, owner and date. Triggers: delay, exploited applicable vulnerability, missing coverage, failed protection or recovery.

Five steps: assess > decide > prepare > cut over > close.

Example decision brief

Windows Server 2016 order and invoicing application with accounting and logistics interfaces.

Status	Proposal to the sponsor, for approval.
Proposed decision	Prepare the application migration. Approve operation beyond 12 January 2027 only after validating coverage, risk, budget and capacity conditions.
Options considered	In this scenario, the vendor’s matrix rules out a supported intermediate step for the current application version. Immediate retirement would remove a necessary business function.
Owners	Project manager: coordination. Application owner: vendor commitment. Operations: coverage and updates. Security: risk assessment. Sponsor: decision and resources.
Resources requiring approval	Procurement and the integrator provide continued-operation and migration costs on 13 November 2026. Owners confirm technical and business effort. Sponsor approval is required before ordering.
Delivery assumption	The new application is expected on 15 February 2027 in this example. Obtain a written commitment and compatibility scope for the 16 November 2026 review.
Proposed milestones	Target cutover on 26 March 2027 after acceptance testing. Source retirement planned for 16 April 2027. Exception ends on 30 April 2027. These dates replace none of the required approvals.
Conditions for continued operation	Verified ESU eligibility and activation, updates received, support confirmed for every component, safeguards checked, residual risk accepted and exit resources reserved.
Review	Review on 16 November 2026, followed by execution monitoring. Escalate immediately if delivery slips, coverage is absent, an applicable vulnerability is exploited or a recovery condition is unmet. The sponsor reviews continued operation and the roadmap.
Closure	Business acceptance and operational handover approved, data retained under applicable rules, source and data flows retired, inventory updated and removable expenditure checked.

References: Microsoft Learn, ESU preparation and upgrade paths. ANSSI, cyber crisis preparedness and management. Recheck applicable rules when using this worksheet.