Architecture Decision Record and Weighted Scorecard

Purpose

Connect architecture tradeoffs to business capability, risk, value, operating consequences, and future adaptability.

How to use this tool

Frame the business decision before comparing technologies. Include only viable options. Agree criterion weights before scoring. Use a 1-to-5 scale, where 1 is a poor fit and 5 is a strong fit. Record evidence and uncertainty; the weighted total informs judgment but does not replace accountable decision-making.

Architecture Decision Record

Decision title: ____

Status: PROPOSED / ACCEPTED / SUPERSEDED

Date: ___________________ Accountable decision owner: ________________

Business outcome and capability enabled:

____

Context and friction being addressed:

____

Constraints, non-negotiables, and decision deadline:

____

Options considered:

1. ____
2. ____
3. ____

Weighted decision criteria

Weights should total 100. Weighted score equals option score multiplied by weight. Use the same evidence standard for every option.

Criterion	Weight	Option A 1-5	Option B 1-5	Option C 1-5	Evidence or assumption
Business value					
Strategic alignment					
Time to value					
Customer impact					
Operational complexity					
Security and compliance					
Data implications					
Integration impact					
Scalability					
Maintainability					
Cost and total economic impact					
Reversibility					
Decision ownership					
Total	100				

Consequence review

Option	Operating consequence	Risk and control consequence	Future dependency or lock-in	Reversibility	Uncertainty
A					
B					
C					

Decision

Selected option: ____

Rationale and evidence:

____

Known tradeoffs and dissent:

____

Conditions, mitigations, and actions:

Action or condition	Owner	Due date	Evidence of completion

Outcome measures: ____

Review trigger or date: ____

Supersedes or is superseded by: ____________________________________

