Decision table: [The question it answers, e.g. Which role to give a new user]

For a choice that depends on two or three facts. Replace every text in [brackets]. One row per combination; the first row that matches wins. Keep it to one page. Delete these grey hints when done.

For	[Who uses it, and that they have done the task before]
Before you start	[One line: where to find the facts the table asks for, e.g. the request names team and seniority]

Table

If [fact 1, e.g. Team] is	**and [fact 2, e.g. Seniority] is**	**Then (exact label in bold)**
[Value]	[Value or any]	[What to choose or do]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
Warning: [Only for an outcome that cannot be undone or grants more than needed: what to check first]		

If no row fits	[Do not guess: whom to ask, and where to note the case so a row can be added]
Full SOP	[Title of the full SOP and where it lives; its owner]
Last checked	[Date someone last checked every row against the current rules]