TEMPLATE P29 · GATE DECISION RECORD

Gate decision record

Provides an auditable record of each gate decision: evidence, status of each criterion, degree of compliance, outcome, conditions, reason, and who verified and who decided.

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01

Instructions for use

Aspect	Guidance
When it is used	At all the gates of the lifecycle: G0, G1, G2, G3, G4, G5, the R6 continuity review and G7. One record for each iteration of the same *gate*.
Who completes it	The team submits the evidence (block 3); the verifier completes blocks 4 to 7; the decision-maker, blocks 8 to 11; block 12 is reviewed by the AI Auditor (at Lite, by sampling, 01 §9.3). The AI Office keeps custody of the record.

Aspect	Guidance
Who verifies it and who decides	As per 01 §7.5 (table in block 13).
Lite versus Enterprise	Lite may omit the fields marked **(Enterprise)**. At Lite, G0, G1 and G2 may be resolved in a single session, as may G4 and G5; one decision is recorded per *gate* even if the session is shared, and each piece of evidence is verified.
Tool	T03 *Gate* manager (module of T01). The statuses and the calculation of the degree of compliance follow 03 §3.4.
Relationship	Document 21 (criteria `G<n>.<nn>` and `R6.<nn>`) · document 22 (LV checklists) · P04 Intensity · P07 Ambition · P23 Go-live sign-off · P28 Value tracking · P30 Scale or retirement decision.

Decision rules (01 §7.4):

1. **Nobody decides on their own work.** Whoever provides evidence neither verifies it nor decides.
2. **No mandatory evidence, no decision.**
3. **Evidence must exist before the *gate*.** Documentation prepared after the fact to justify progress already made invalidates the *gate* and is a major nonconformity.
4. **Conditions have a deadline and an owner.** An expired condition that has not been fulfilled turns the outcome into Iterate.
5. **Iteration limit.** After two iterations at the same *gate*, the decision is escalated to the higher body.
6. **Stop criteria are set in advance** and are not relaxed without the approval of the body that authorised the use case.
7. **Every decision is recorded** with outcome, reason, conditions, decision-maker and verifier.

02

Identification

Field	Content	Guidance
Use case code		IA-AAAA-NNN (T01).
Use case name		
Gate		G0 Authorisation · G1 Opportunity · G2 Hypothesis · G3 Feasibility · G4 Design · G5 Go-live · R6 Continuity review · G7 Scale or retire.
Iteration		1, 2, 3… If it is the 3rd or later, the decision falls to the higher body (rule 5).

Field	Content	Guidance
Grouped session (Lite)		No · G0–G2 · G4–G5.
Intensity		Lite · Enterprise (P04).
Ambition level		Optimise · Augment · Transform (P07).
Regulatory classification		Prohibited · High risk · Transparency obligations · Minimal risk · Out of scope · Pending classification.
Request date		Date on which the team submits the evidence.
Verification date		
Decision date		
Days to decision		Working days between request and decision. Indicative reference time limit: 5 (Lite) · 10 (Enterprise), as approved in C2 (03 §3.6).
Record version		

03

Evidence submitted

The mandatory evidence for each phase is set out in 01 §6.10.

Evidence	Template	Version	Date of the evidence	Link	Prior to the request? (Yes · No)	Verified (Yes · No)	Verifier's observations
Value hypothesis canvas ***(illustrative example, G2)***	P08	1.0	02-03-2026	Document repository	Yes	Yes	—
Baseline ***(illustrative example, G2)***	P09	0.9	28-02-2026	Document repository	Yes	No	Baseline estimated without justification; measurement is required

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Gate criteria

The criteria in document 21 for the *gate*, the intensity and the ambition level are listed. No codes are invented: they are copied from document 21. **Status:** Met · Not met · Not applicable · Pending (03 §3.4).

Code (document 21)	Criterion	Mandatory (Yes · No)	Status	Linked evidence	Justification (mandatory for *Not met* and *Not applicable*)	Does it block the decision? (Yes · No)
[code from document 21] (illustrative example)	The baseline is measured, not estimated, unless justified	Yes	Not met	P09 v0.9	An estimate from the business area is provided without measurement	Yes

Binary checklist applied: LV-G*n* from document 22 · version: _____.

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Degree of compliance

Measure	Value	Calculation
Total criteria		
***Not applicable* criteria**		
Applicable criteria		Total − Not applicable.
***Met* criteria**		
Degree of compliance	%	Met ÷ applicable × 100.
Mandatory criteria *Not met*		If greater than zero, Proceed cannot be recorded.
Mandatory criteria *Pending*		If greater than zero, Proceed cannot be recorded.

Measure	Value	Calculation
Does any criterion not met affect critical controls for security, legal compliance or human oversight?	Yes · No	If Yes, Proceed with conditions is not possible (01 §7.3).

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Criteria differentiated by ambition level

Only at G2, G3, G5 and G7 (01 §7.6). The column for the use case's level is assessed.

Gate	Optimise	Augment	Transform	Status
Hypothesis (G2)	Baseline for cost, time or errors; expected savings with a formula.	Performance and cost metrics; adoption target.	Return hypothesis with learning milestones; investment limit per stage; board approval.	
Feasibility (G3)	Positive expected annual net value within the horizon set in C2.	Feasibility of adoption and of the role change, in addition to the expected net value.	Feasibility of the first stage; stop criteria per stage; documented option value.	
Go-live (G5)	Efficiency validated against the baseline; plan to realise the released capacity.	Actual adoption and performance improvement measured.	Verified market or customer evidence.	
Scale or retire (G7)	Realised savings, not just released capacity.	Sustained performance and reassigned capacity.	Measured return and verified change in the operating model or the offering.	

07

Dual validation

Condition (01 §7.2)	Is it met? (Yes · No)	Verifier's comment
Tangible results: the criteria are met with real data, tests or results.		
Verified documentation: the mandatory evidence exists, is traceable and has been verified.		

If either is *No*, the *gate* cannot be passed.

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Outcome

Tick a single outcome permitted for the *gate*.

Gate	Permitted outcomes
Authorisation (G0)	Proceed · Proceed with conditions · Iterate · Stop
G1, G2, G3	Proceed · Proceed with conditions · Iterate · Pivot · Stop
G4, G5	Proceed · Proceed with conditions · Iterate · Stop
Continuity review (R6)	Proceed with operation · Proceed with conditions · Bring G7 forward (01 §7.3)
Scale or retire (G7)	Scale · Iterate · Retire. Keeping the system unchanged is recorded as Iterate with a return to phase 6.

Outcome	Tick
Proceed	☐
Proceed with operation (R6 only)	☐
Proceed with conditions	☐
Iterate	☐
Pivot	☐
Stop	☐
Scale (G7 only)	☐
Retire (G7 only)	☐
Bring G7 forward (R6 only)	☐

Field	Content	Guidance
Reason for the decision		Brief reasoning based on blocks 4 to 7. Mandatory for all outcomes.
If Iterate: what must be repeated and planned date of the new request		At G7, the phase to which it returns (phase 6 if the system is kept unchanged).
If Pivot: new hypothesis to be formulated in phase 2		The approved context is retained.
If Scale: reference to the new phase 0		Detailed in P30.
Risks accepted in this decision (Enterprise)		Risk, residual level and who accepts it according to its level (document 33).

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Conditions

Only with *Proceed with conditions*. The conditions are verified at the next *gate* or on the date indicated. **Status:** Open · Fulfilled · Expired.

#	Condition	Related criterion	Owner	Deadline	How it will be verified	Status
1 *(illustrative example)*	Complete the training of the designated supervisors on the second shift	*[code from document 21]*	AI Product Owner	30-06-2026	Attendance record in P20	Open

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Coded stop or retirement reason

Mandatory with *Stop* or *Retire*. Tick one main reason and, where appropriate, one secondary reason (03 §3.3).

Reason	Main	Secondary
No plausible value	☐	☐

Reason	Main	Secondary
Hypothesis refuted	☐	☐
Insufficient data	☐	☐
Technically unfeasible	☐	☐
Cost exceeds value	☐	☐
Unacceptable risk	☐	☐
Regulation	☐	☐
No adoption	☐	☐
Replaced by another solution	☐	☐
Change in strategic priority	☐	☐

Field	Content	Guidance
Lessons learned		Link to the lessons block in P30 or summary.
Resources released		Unspent budget, people and licences.
Retirement plan (if *Retire*)		P30.

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Escalation and board approval

Field	Content	Guidance
Is it escalated to the higher body owing to the iteration limit?		Yes · No. Body and date.
Does it require board approval?		Yes for Transform at G2 and for Scale at G7 (01 §7.5).
Body, date and minutes reference (Enterprise)		Board or board committee.
Linked board recommendation (Enterprise)		Identifier in the recommendations register (document 62), if any.

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Quality criteria

The AI Auditor (at Lite, by sampling) checks the quality of the record itself, in addition to the criteria in document 21 for the specific *gate*:

#	Check	Status (Met · Not met · Not applicable · Pending)
1	All mandatory evidence is recorded, dated prior to the request.	
2	Each criterion has a status, evidence and, where appropriate, justification.	
3	The degree of compliance is correctly calculated.	
4	The outcome is one of those permitted for the *gate* and is consistent with the mandatory criteria.	
5	The conditions do not affect critical controls and have an owner and a deadline.	
6	Stop and Retire have a coded reason.	
7	Verifier and decision-maker are different people and are not part of the team.	
8	The iteration limit is respected.	

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Approval and verification

Function	Role as per 01 §7.5	Name	Date	Part of the team that builds?	Declaration of no conflict of interest
Submits the evidence	AI Product Owner or another team role			Yes	—
Verifier				Must be *No*	☐
Decision-maker				Must be *No*	☐

Function	Role as per 01 §7.5	Name	Date	Part of the team that builds?	Declaration of no conflict of interest
Risk clearance (where required)	AI Risk Owner			Must be *No*	☐

Reference from 01 §7.5:

Gate	Verifies (Lite)	Decides (Lite)	Verifies (Enterprise)	Decides (Enterprise)
Authorisation (G0)	AI Office	Sponsor	AI Auditor	AI Committee
Opportunity (G1)	AI Office	Sponsor	AI Auditor	Sponsor, informing the committee
Hypothesis (G2)	AI Office	Sponsor	AI Auditor	AI Committee
Feasibility (G3)	AI Office	Sponsor with risk clearance	AI Auditor	AI Committee
Design (G4)	AI Office	Sponsor with risk clearance	AI Auditor	AI Committee
Go-live (G5)	AI Office	Sponsor with risk clearance	AI Auditor	AI Committee after multi-level sign-off (P23)
Continuity review (R6)	AI Office	Sponsor	AI Auditor	AI Committee
Scale or retire (G7)	AI Office	Sponsor	AI Auditor	AI Committee

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Version control

Version	Date	Changes
0.1	16-09-2026	First version of the template. Consistency adjustments with 01 (segregation of duties at Lite, R6 outcomes, agents criterion) and with 34 and 37.