

Internal Champion Decision Pack Template

A structured document for assembling evidence across clinical, technical, operational, governance, security, commercial and executive perspectives.

Confident decisions start before the demo.

Purpose

Use this template when an internal champion needs to circulate a coherent decision case without rebuilding scattered public information. Replace all grey prompt text with company- and buyer-specific information.

1. Decision at a glance

Decision being considered	[Enter concise, evidence-backed information here.]
Recommended next stage	[Enter concise, evidence-backed information here.]
Decision deadline or review date	[Enter concise, evidence-backed information here.]
Current support state	[Enter concise, evidence-backed information here.]
Primary sponsor	[Enter concise, evidence-backed information here.]
Internal champion	[Enter concise, evidence-backed information here.]

2. Problem and strategic relevance

Current problem or constrained capacity

[Enter concise, evidence-backed information here.]

Who is affected

[Enter concise, evidence-backed information here.]

Why this matters now

[Enter concise, evidence-backed information here.]

Consequences of doing nothing

[Enter concise, evidence-backed information here.]

Alternative approaches considered

[Enter concise, evidence-backed information here.]

3. Proposed use case and boundaries

Intended use	[Enter concise, evidence-backed information here.]
Users, population and setting	[Enter concise, evidence-backed information here.]
Role of the AI in the workflow	[Enter concise, evidence-backed information here.]
Out-of-scope uses	[Enter concise, evidence-backed information here.]
Assumptions requiring validation	[Enter concise, evidence-backed information here.]

4. Evidence summary

Strongest evidence currently available

[Enter concise, evidence-backed information here.]

What the evidence establishes

[Enter concise, evidence-backed information here.]

What it does not establish

[Enter concise, evidence-backed information here.]

Freshness and product version

[Enter concise, evidence-backed information here.]

Source links

[Enter concise, evidence-backed information here.]

5. Stakeholder view

Stakeholder	Decision they must make	Evidence they need	What is currently supported	What remains unresolved	Next route
[Complete for each relevant stakeholder]	[Complete for each relevant stakeholder]	[Complete for each relevant stakeholder]	[Complete for each relevant stakeholder]	[Complete for each relevant stakeholder]	[Complete for each relevant stakeholder]

6. Implementation pathway

Implementation phases	[Enter concise, evidence-backed information here.]
Buyer responsibilities	[Enter concise, evidence-backed information here.]
Vendor responsibilities	[Enter concise, evidence-backed information here.]
Dependencies	[Enter concise, evidence-backed information here.]
Training and workflow change	[Enter concise, evidence-backed information here.]
Fallback and exception handling	[Enter concise, evidence-backed information here.]

7. Governance and accountability

Approval owner	[Enter concise, evidence-backed information here.]
Clinical decision rights	[Enter concise, evidence-backed information here.]
Monitoring owner	[Enter concise, evidence-backed information here.]
Model-change process	[Enter concise, evidence-backed information here.]
Incident escalation	[Enter concise, evidence-backed information here.]
Stop authority	[Enter concise, evidence-backed information here.]

8. Security and privacy

Data flow

[Enter concise, evidence-backed information here.]

Core controls and assurance

[Enter concise, evidence-backed information here.]

Data use for training

[Enter concise, evidence-backed information here.]

Access, retention and subprocessors

[Enter concise, evidence-backed information here.]

Downtime, breach and recovery

[Enter concise, evidence-backed information here.]

9. Value and resource case

Baseline condition	[Enter concise, evidence-backed information here.]
Expected outcomes	[Enter concise, evidence-backed information here.]
Evidence and assumptions	[Enter concise, evidence-backed information here.]
Total cost beyond licence	[Enter concise, evidence-backed information here.]
Resources required	[Enter concise, evidence-backed information here.]
Scale, pause and stop criteria	[Enter concise, evidence-backed information here.]

10. What still needs to be answered

Question	Why it matters	Who must answer	Evidence required	Decision affected	Required by stage
[Add entry]	[Add entry]	[Add entry]	[Add entry]	[Add entry]	[Add entry]

11. Cross-functional decision meetings

Decision the meeting must reach	Participants	Evidence inputs	Questions to resolve	Required output	Next decision gate
[Add entry]	[Add entry]	[Add entry]	[Add entry]	[Add entry]	[Add entry]

Meeting design rule

A meeting is useful only when the participants, evidence inputs, questions, required output and next decision are explicit.

12. Recommendation and next step

Recommendation	[Enter concise, evidence-backed information here.]
Conditions attached	[Enter concise, evidence-backed information here.]
Evidence required before advancing	[Enter concise, evidence-backed information here.]
Owner	[Enter concise, evidence-backed information here.]
Due date	[Enter concise, evidence-backed information here.]

13. Source register

Source title	URL	Publisher	Publication date	Product version	What it supports	Last reviewed
[Add entry]	[Add entry]	[Add entry]	[Add entry]	[Add entry]	[Add entry]	[Add entry]

Decision assembly flow

Public evidence	What it establishes	What remains unresolved	Stakeholders affected	Cross-functional decision	Evidence or action required next
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Source library

These sources inform the question architecture. This toolkit does not replace clinical, legal, security, procurement, regulatory or organisation-specific review.

- UK Government, A buyer's guide to AI in health and care: <https://www.gov.uk/data-ethics-guidance/a-buyers-guide-to-ai-in-health-and-care>
- FDA, Transparency for Machine Learning-Enabled Medical Devices: Guiding Principles: <https://www.fda.gov/medical-devices/software-medical-device-samd/transparency-machine-learning-enabled-medical-devices-guiding-principles>
- NIST, AI Risk Management Framework: <https://www.nist.gov/itl/ai-risk-management-framework>
- WHO, Ethics and governance of artificial intelligence for health: <https://www.who.int/publications/i/item/9789240029200>
- FAIR-AI, A practical framework for appropriate implementation and review of AI in healthcare: <https://www.nature.com/articles/s41746-025-01900-y>
- Early pipeline framework for assessing vendor AI solutions to support return on investment: <https://www.nature.com/articles/s41746-025-01767-z>
- DECIDE-AI reporting guideline: <https://www.bmj.com/content/377/bmj-2022-070904>
- ONC HTI-1 Final Rule: <https://healthit.gov/regulations/hti-rules/hti-1-final-rule/>
- HHS Healthcare and Public Health Cybersecurity Performance Goals: <https://hhscyber.hhs.gov/cybersecurity-performance-goals.html>
- FDA, Cybersecurity in Medical Devices: Quality System Considerations and Content of Premarket Submissions: <https://www.fda.gov/regulatory-information/search-fda-guidance-documents/cybersecurity-medical-devices-quality-system-considerations-and-content-premarket-submissions>
- LinkedIn and Bain, The Principles of Buyability: <https://www.linkedin.com/business/marketing/blog/research-and-insights/the-principles-of-buyability-why-strong-deals-stall-and-what-separates-the-vendors-who-get-chosen>
- Forrester, 2026 State of Business Buying: <https://www.forrester.com/press-newsroom/forrester-2026-the-state-of-business-buying/>