

ARCHORIC | DECISION RESOURCES

Internal Champion Decision Pack

A structured template for assembling the evidence, decisions, dependencies and meetings required to advance a complex healthcare AI evaluation internally.

CONFIDENT DECISIONS START BEFORE THE DEMO.

PURPOSE

Use this template when an internal champion needs to circulate a coherent decision case without rebuilding scattered product, evidence, implementation, governance, security and commercial information.

IMPORTANT

Replace all grey guidance with company- and buyer-specific information. Do not circulate the template until unsupported claims, assumptions and unresolved questions are clearly labelled.

BEFORE YOU BEGIN

How to use this decision pack

The pack is designed to help an internal champion carry a complex decision forward without having to reconstruct the full case in every meeting.

1. Define the decision

State the decision being considered, the stage, the owner and the deadline.

2. Assemble the evidence

Use current public, qualified, confidential and use-case-specific evidence. Do not collapse those routes into one.

3. Separate what is known from what remains unresolved

Record what the evidence establishes, what it does not establish and what still depends on the buyer.

4. Design the decision path

Name the meetings, participants, required inputs, outputs and next decision gates.

WORKING RULE

This pack is not a product brochure. It is a decision document. Every section should help a named stakeholder understand, evaluate or advance a specific part of the decision.

Evidence traceable

Every material conclusion points to a source or owner.

Limitations visible

Unknowns, assumptions and buyer-specific work are explicit.

Decision path explicit

Meetings, outputs, owners and the next gate are named.

DOCUMENT ARCHITECTURE

Document map

Use the map to understand the role of each section before you start writing.

01	Decision at a glance	What is being decided now?
02	Problem and strategic relevance	Why does the opportunity matter?
03	Proposed use case and boundaries	What is and is not being proposed?
04	Evidence summary	What does the current evidence establish?
05	Stakeholder decision view	What must each stakeholder decide?
06	Implementation pathway	How would the transition work?
07	Governance and accountability	Who owns decisions, monitoring and escalation?
08	Security and privacy	How is sensitive information protected?
09	Value and resource case	What value, cost and effort are expected?
10	Open questions and dependencies	What still needs to be resolved?
11	Cross-functional decision meetings	Which conversations must reach which outputs?
12	Recommendation and next decision gate	What should happen next, under what conditions?
13	Source register	Which sources support the case?

SECTION 01

Decision at a glance

Define the exact decision, the current stage and the people responsible for carrying it forward.

SECTION STATUS	Not started In progress Ready for review	Complete when the section can circulate without verbal reconstruction.
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COMPLETE THIS SECTION BY

Use one sentence per field. Avoid broad language such as “approve the solution” when the immediate decision is only to enter the next evaluation stage.

Decision being considered	[State the specific decision that needs to be made now.]
Recommended next stage	[Example: proceed to technical validation, initiate a bounded pilot, pause pending evidence.]
Decision deadline or review date	[Enter the date and explain what creates the timing requirement.]
Current support state	[Summarise confirmed support, conditional support, objections and unknown positions.]
Primary sponsor	[Name the person accountable for executive sponsorship.]
Internal champion	[Name the person coordinating the case and evidence path.]

SECTION 02

Problem and strategic relevance

Explain the constrained capacity, risk or opportunity that makes the evaluation worth pursuing.

SECTION STATUS

Not started | In progress | Ready for review

Complete when the section can circulate without verbal reconstruction.

COMPLETE THIS SECTION BY

Connect the problem to a current organisational priority. Do not use the vendor’s value proposition as a substitute for the buyer’s actual problem.

Current problem or constrained capacity	[Describe the current state using observable operational, clinical or commercial facts.]
Who is affected	[Name the users, teams, patients, leaders or functions affected.]
Why this matters now	[Explain the timing, strategic priority, risk exposure or opportunity.]
Consequences of doing nothing	[Describe the likely operational, clinical, financial or strategic consequence.]
Alternative approaches considered	[Summarise alternatives, including maintaining the current state.]

SECTION 03

Proposed use case and boundaries

Define the use case precisely enough for clinical, technical, governance and operational teams to evaluate the same proposal.

SECTION STATUS

Not started | In progress | Ready for review

Complete when the section can circulate without verbal reconstruction.

COMPLETE THIS SECTION BY

Use boundaries that can be tested. Avoid allowing the product category, marketing claim or broad platform description to stand in for the proposed use case.

Intended use	<i>[Describe the proposed use, decision or workflow contribution.]</i>
Users, population and setting	<i>[Name users, patient population, operating environment and care setting.]</i>
Role of the AI in the workflow	<i>[State whether the system informs, prioritises, drafts, recommends, automates or monitors.]</i>
Out-of-scope uses	<i>[List uses that are not included or should not be inferred.]</i>
Assumptions requiring validation	<i>[Identify workflow, data, user, performance or policy assumptions still to be tested.]</i>

SECTION 04

Evidence summary

Summarise the strongest current evidence while keeping limitations, freshness and product version visible.

SECTION STATUS	Not started In progress Ready for review	Complete when the section can circulate without verbal reconstruction.
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COMPLETE THIS SECTION BY
Distinguish evidence strength from evidence usability. A source may be credible but still difficult for a stakeholder to locate, interpret or apply to the proposed decision.

Strongest evidence currently available	<i>[Name the most decision-relevant clinical, technical, workflow, security, governance or commercial evidence.]</i>
What the evidence establishes	<i>[State the supported conclusion in narrow, defensible terms.]</i>
What it does not establish	<i>[List limitations, missing contexts, untested assumptions or unsupported extrapolations.]</i>
Freshness and product version	<i>[Record publication date, evidence date and relevant product or model version.]</i>
Source links	<i>[List the source register IDs or direct links supporting this summary.]</i>

SECTION 05

Stakeholder decision view

Map the decision from the perspective of every stakeholder who can enable, condition, delay or stop the next stage.

SECTION STATUS

Not started | In progress | Ready for review

Complete when the section can circulate without verbal reconstruction.

COMPLETE THIS SECTION BY
Complete one row for each relevant stakeholder. The goal is not to create a generic persona list. It is to make the real approval and evidence path visible.

Stakeholder	Decision they must make	Evidence they need	What is currently supported	What remains unresolved	Next route
<i>[Name role]</i>	<i>[State the decision]</i>	<i>[List evidence]</i>	<i>[Summarise support]</i>	<i>[Name unresolved work]</i>	<i>[Public / qualified / NDA / use-case]</i>

SECTION 06

Implementation pathway

Show how the proposed solution would move from evaluation into a safe, bounded and supportable operating state.

SECTION STATUS	Not started In progress Ready for review	Complete when the section can circulate without verbal reconstruction.
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COMPLETE THIS SECTION BY
Make the transition visible. The destination is not enough; the transition has to feel survivable.

Implementation phases	<i>[Outline discovery, technical preparation, configuration, validation, training, pilot and scale stages.]</i>
Buyer responsibilities	<i>[Name people, data, systems, decisions, reviews and resources the buyer must provide.]</i>
Vendor responsibilities	<i>[Name implementation, support, evidence, training and escalation responsibilities.]</i>
Dependencies	<i>[List technical, operational, clinical, governance, contractual or timing dependencies.]</i>
Training and workflow change	<i>[Describe new work, changed work, removed work and adoption support.]</i>
Fallback and exception handling	<i>[Explain downtime, overrides, uncertain outputs, escalation and continuity procedures.]</i>

SECTION 07

Governance and accountability

Clarify who owns approval, use, monitoring, change and escalation decisions throughout the lifecycle.

SECTION STATUS

Not started | In progress | Ready for review

Complete when the section can circulate without verbal reconstruction.

COMPLETE THIS SECTION BY

Avoid using “shared responsibility” without naming the actual roles, decisions and escalation conditions.

Approval owner	<i>[Name the body or role that can approve the proposed stage or use.]</i>
Clinical decision rights	<i>[State who retains clinical authority and how AI output may be used.]</i>
Monitoring owner	<i>[Name the owner of performance, safety, operational and adoption monitoring.]</i>
Model-change process	<i>[Describe how updates, retraining, release changes and impact review are governed.]</i>
Incident escalation	<i>[Define reporting, triage, investigation and notification routes.]</i>
Stop authority	<i>[Name who can suspend or stop use and under what conditions.]</i>

SECTION 08

Security and privacy

Assemble the information required to understand data movement, controls, responsibilities and resilience.

SECTION STATUS	Not started In progress Ready for review	Complete when the section can circulate without verbal reconstruction.
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COMPLETE THIS SECTION BY
Keep public assurance, qualified review materials and confidential security evidence in their appropriate evidence routes.

Data flow	<i>[Describe what data enters, leaves, remains, is transformed and where it is processed.]</i>
Core controls and assurance	<i>[List relevant security controls, certifications, audits and testing materials.]</i>
Data use for training	<i>[State whether customer data is used for training, improvement or evaluation and under what controls.]</i>
Access, retention and subprocessors	<i>[Describe access control, retention, deletion, hosting and third-party processing.]</i>
Downtime, breach and recovery	<i>[Summarise incident response, recovery, notification and continuity expectations.]</i>

SECTION 09

Value and resource case

Describe expected outcomes, full adoption cost, internal effort and the conditions for continued investment.

SECTION STATUS

Not started | In progress | Ready for review

Complete when the section can circulate without verbal reconstruction.

COMPLETE THIS SECTION BY

Do not present ROI as a guaranteed result. Make the assumptions, dependencies and measurement responsibilities explicit.

Baseline condition	<i>[Record the current volume, time, cost, quality, risk or capacity baseline.]</i>
Expected outcomes	<i>[State the outcomes being pursued and how they would be observed.]</i>
Evidence and assumptions	<i>[Separate measured evidence, modelled assumptions and buyer-specific estimates.]</i>
Total cost beyond licence	<i>[Include integration, training, change, governance, monitoring and support costs.]</i>
Resources required	<i>[List people, time, systems, data and leadership attention required.]</i>
Scale, pause and stop criteria	<i>[Define the evidence or conditions that would justify each decision.]</i>

SECTION 10

Open questions and dependencies

Create a visible register of unresolved questions so they do not disappear into meeting notes or informal follow-up.

SECTION STATUS	Not started In progress Ready for review	Complete when the section can circulate without verbal reconstruction.
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COMPLETE THIS SECTION BY

Add every unresolved question that could materially change, delay, condition or stop the decision. Assign an answer owner and required stage.

Question	Why it matters	Who must answer	Evidence required	Decision affected	Required by stage
[Open question]	[Decision relevance]	[Role / team]	[Evidence or validation]	[Named decision]	[Stage / date]

SECTION 11

Cross-functional decision meetings

Design the conversations required to turn evidence into an explicit decision and next step.

SECTION STATUS	Not started In progress Ready for review	Complete when the section can circulate without verbal reconstruction.
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COMPLETE THIS SECTION BY

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

Decision the meeting must reach	Participants	Evidence inputs	Questions to resolve	Required output	Next decision gate
[Decision]	[Named roles]	[Source IDs / materials]	[Questions]	[Document / approval / action]	[Next gate]

SECTION 12

Recommendation and next decision gate

State the recommended action, its conditions and the evidence required before the evaluation advances again.

SECTION STATUS

Not started | In progress | Ready for review

Complete when the section can circulate without verbal reconstruction.

COMPLETE THIS SECTION BY

Use a staged recommendation when the evidence supports continued evaluation but not full commitment. Avoid forcing a yes or no decision when the right next step is narrower.

Recommendation	<i>[State the recommended next action in direct language.]</i>
Conditions attached	<i>[List conditions, constraints, approvals or limitations attached to the recommendation.]</i>
Evidence required before advancing	<i>[Name the evidence, validation or decision output required for the next gate.]</i>
Owner	<i>[Name the person accountable for coordinating the next action.]</i>
Due date	<i>[Enter the agreed date.]</i>

SECTION 13

Source register

Keep the evidence supporting the decision case traceable, current and connected to the conclusions it is being used to support.

SECTION STATUS

Not started | In progress | Ready for review

Complete when the section can circulate without verbal reconstruction.

COMPLETE THIS SECTION BY
Assign a source ID and use that ID throughout the pack. Record freshness and product version whenever a source could become outdated or mismatched.

Source ID	Source title	URL or location	Publisher / owner	Publication date	Product version	What it supports	Last reviewed
[S01]	[Title]	[Link / repository]	[Owner]	[Date]	[Version]	[Decision / claim supported]	[Date]

DECISION ARCHITECTURE

Decision assembly flow

Use this page as the final review before the pack circulates. Every arrow should be supported by a named source, owner, meeting or action.

PUBLIC EVIDENCE	WHAT IT ESTABLISHES	WHAT REMAINS UNRESOLVED	STAKEHOLDERS AFFECTED	CROSS-FUNCTIONAL DECISION	EVIDENCE OR ACTION REQUIRED NEXT
<i>What can stakeholders understand before qualification?</i> <i>[Complete this box]</i>	<i>Which conclusions can be supported responsibly?</i> <i>[Complete this box]</i>	<i>Which questions, limitations or local dependencies remain?</i> <i>[Complete this box]</i>	<i>Who must interpret, approve, condition or act?</i> <i>[Complete this box]</i>	<i>Which meeting or governance route must reach an output?</i> <i>[Complete this box]</i>	<i>What must happen before the next decision gate?</i> <i>[Complete this box]</i>

FINAL CIRCULATION CHECK

The pack should make the decision, evidence, limitations, owners, meetings and next gate understandable without requiring the internal champion to narrate the entire case live.

REFERENCE APPENDIX

Source library

These sources informed the question architecture. They do not replace clinical, legal, security, procurement, regulatory or organisation-specific review.

Reference	URL
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	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/