TRACE WORKSHEET · VERSION 1.0 · 7 AUGUST 2026

TRACE worksheet

Proposed method by CertArc · certarc.com/security/cyber-risk-decision-handoff

T Trigger

Define the condition that requires a decision and the decision being made.

What changed or requires a choice?

What decision or authorization is requested?

What is in scope, and what is explicitly out of scope?

R Responsibility

Name the authority and the roles needed to carry the decision through.

Which role has decision authority?

Who recommends, executes, verifies, and monitors?

Who must be informed before action?

A Alternatives

Record the credible options and the practical consequence of each.

Which options were considered?

What operational, risk, cost, and timing consequences matter?

Why was the selected option preferred under the current constraints?

C Chain of evidence

Separate verified facts from estimates, assumptions, versions, and uncertainty.

Which evidence materially bounded the choice?

Which facts were verified, and when?

Which assumptions or uncertainties could change the decision?

Where is the supporting evidence retained?

E Expiry

Set the date or observable event that requires the decision to be reopened.

What date or event triggers review?

What closure condition ends the temporary decision?

Who monitors the trigger and records the review?

Reconstruction scorecard

Mark one outcome for each field. Use notes to record missing context or a material difference between the owner's intended meaning and the receiver's reconstruction.

TRACE field	Aligned	Partially aligned	Not recoverable	Notes
T · Trigger	☐	☐	☐	
R · Responsibility	☐	☐	☐	
A · Alternatives	☐	☐	☐	
C · Chain of evidence	☐	☐	☐	
E · Expiry	☐	☐	☐	