**Decision Making Framework Worksheet**

**Instructions:**

* Consider the scenario you are given, and as a table, work through the framework below to arrive at a decision…
* Recognize that this process may not always be linear, and some elements (i.e. identifying the problem) may need to be re-visited as discussion progresses!

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| 1. **Identify the Problem**
 | 1. **Gather Information**
 | 1. **Identify Alternatives**
 | 1. **Predict the Immediate and Long-term consequences**
 | 1. **Make the Best Choice**
 | 1. **Act (implementation)**
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| * *What do we need to decide?*
* *What is the scope of the problem/challenge?*
 | * *Identify time constraints, external trends, who should be involved in the decision, resources…*
* *What information do we need to make a good decision?*
* *How does this decision support our Vision/Mission?*
 | * *How might we solve this problem?*
* *What possible options could we consider?*
 | * *What conditions/ criteria/ consideration will assess the value of the decision?*
* *What are the risks/unintended consequences?*
 | * *Which option seems best?*
 | * *What activities or tasks do we need to do to carry out this decision?*
* *Who will be responsible for implementation?*
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**In future (with a pre-determined date in mind)…**

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| 1. **Evaluate the Decision**
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| * *How well did our choice help fulfill our purpose/vision?*
* *What lessons did we learn?*
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