

# Decision Analysis Sheet – Part A

In one sentence or less, specify the decision you need to make:

\_\_\_\_\_

## Is this decision necessary?

- What will happen if no decision is made? \_\_\_\_\_
- Are there advantages to not making the decision? \_\_\_\_\_
- What are the disadvantages? \_\_\_\_\_
- Do you have the authority and power to make and implement the decision? \_\_\_\_\_  
If not, why are you involved? \_\_\_\_\_
- Could someone else make this decision better than you? \_\_\_\_\_  
Who? \_\_\_\_\_ Why don't they? \_\_\_\_\_

## How important is it?

- How much is the probable cost? \_\_\_\_\_  
How's that compare to your total budget? \_\_\_\_\_
- How long is the commitment? \_\_\_\_\_
- Can it be changed later? \_\_\_\_\_  
How expensive or messy would a later change be? \_\_\_\_\_
- How soon does the decision have to be made? \_\_\_\_\_
- Who else is involved? \_\_\_\_\_

## What limits apply to this decision?

- List all major factors which will impact or be impacted by this decision:  
People \_\_\_\_\_  
Equipment \_\_\_\_\_  
Facilities \_\_\_\_\_  
Time \_\_\_\_\_  
Competition \_\_\_\_\_  
Management skills \_\_\_\_\_  
The economy \_\_\_\_\_  
Budget, now and future \_\_\_\_\_  
Other? \_\_\_\_\_



# Decision Analysis Sheet – Part B

## Information Required

List *at least* four things you need or want to know in order to be able to make this decision:

- \_\_\_\_\_ ( )
- \_\_\_\_\_ ( )
- \_\_\_\_\_ ( )
- \_\_\_\_\_ ( )
- \_\_\_\_\_ ( )
- \_\_\_\_\_ ( )

In the parentheses, rank order them by importance to the quality of the decision.

## Sources of Information

What primary or secondary sources of information are available to help you make this decision?  
(People, records, documents, websites or other data sources, articles, books, consultants, etc.)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Risk in the decision

How much risk is involved in this decision, and how did you determine that?

- \_\_\_\_\_

## Plan for collecting the information

How will you collect the information you need?

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# Decision Analysis Sheet – Part C

**What, if any, technological influences affect this decision?**

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**Should this decision be made by a group? \_\_\_\_ Why or why not?**

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**With whom do you need to discuss this decision?**

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**What could affect the timing of this decision? (Deadlines, budgets, cyclical work flows, personalities, etc.)**

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**What else should you do to increase the acceptability of this decision to those individuals who will be affected by it?**

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