

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.)

- _____
- _____
- _____
- _____
- _____

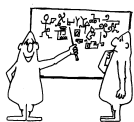
Risk in the decision

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?



Decision Analysis Sheet – Part C

What, if any, technological influences affect this decision?

Should this decision be made by a group? ____ Why or why not?

With whom do you need to discuss this decision?

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

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

