

Business Decision Checklist

A MindPrep Essentials Tool



Business Decision Checklist

The purpose of this checklist is to assess the pending decision for completeness and quality. A quality business decision is the result of four interrelated factors listed below.

Rate each factor component as **red** (disagreement -- we are missing a lot of information; we skipped this component), **yellow** (not sure --we are missing some information but know what we don't know), or **green** (agreement -- we are good to go; we have a reasonable amount of information and agreement; we have been careful and thorough).

A quality decision does not need green "across the board." But any red factor should cause a delay of the decision until it has been upgraded to at least yellow. Work of the "reds" and, if you have time, try to move the "yellows" to green.

Do the best in the time you have.

The decision under review is:

FACTOR	CONSIDERATIONS	R	Y	G
Decision Frame	This decision is aligned with our company's values.			
	We are working on the real issue, not a symptom.			
	We know which "frame" to use (e.g., financial, technical, competitive) to make the final decision.			
	We know our stakeholders and what they want.			
	The stakeholders feel their opinions have been heard.			
	We know the "givens" in this situation (e.g., deadline, budget, scope).			
	We know what is in scope and what is out of scope.			
	We have a good sense of the impact of this decision on other parts of the business.			
	We know who owns the risk if this initiative were to fail.			

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FACTOR	CONSIDERATIONS	R	Y	G
Decision alternatives	We have examined at least four alternatives (status quo, safe, wild, risky) before making the final decision.			
	We have looked at the downside of all alternatives to be considered.			
	We understand which alternatives best line up with our company's strengths.			
Decision Process	We have agreed in advance on the way we will make this decision (e.g., by majority vote, consensus).			
	We have deliberated an appropriate amount of time in order to make this decision.			
	We have solicited many views and debated alternatives respectfully.			
	Our stakeholders know the criteria we will be using.			
	We have examined potential tradeoffs.			
	We have actively attempted to avoid any biases that would have an unfair impact on our process.			
	We have asked tough questions about this decision and examined them fairly.			

Notes and Observations:

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FACTOR	CONSIDERATIONS	R	Y	G
Execution Analysis	We have proper and sufficient resources to implement our decision.			
	All stakeholders know our frames, alternatives, knowledge and process.			
	The decision will be aligned with the goals of the business.			
	The decision will be aligned with our culture.			
	We have anticipated what might trigger conflict and we are prepared to deal with it.			
I am confident that we are making a decision that is sound financially, strategically, ethically and legally.		YES	NO	
I believe our decision is at an appropriate level of risk.		YES	NO	

Notes and Observations:
