

# Group Decision Making Tool

This tool is a step-by-step worksheet to help association decision-makers exercise diligence on major planning decisions and on urgent and important decisions.

## Step 1

Determine the ratings for each criterion. You may choose to have individuals determine their ratings independently and then come together as a group to share answers, or discuss and rate each criterion through group consensus building.

## Step 2

Discuss the decision as it relates to the criteria. For each criterion, come to a consensus on the group's rating<sup>1</sup> and whether more information needs to be gathered before an informed decision can be made.

## Step 3

Weigh all of the criteria. Determine if a decision can be made, whether it is better to stay with the status quo or whether other alternatives should be considered.

Decision Making Tool						
What decision is being considered?						
Ratings: 3-Yes 2-Somewhat 1-No 0-Need more information						
Criteria	Key question	Ratings				Comments/Questions
Consistency with Strategic Plan & Vision	Is the decision aligned with our strategy and vision?					
Feasibility & fit	Can we implement the decision given our culture & with our human, financial and material resources?					
Expertise	Do we have the expertise to make, implement & sustain the decision?					
Cost	Are the direct and indirect costs of this decision reasonable & affordable both short & long-term?					
Difference made or impact	Is the future impact of this known, measurable & positive?					
Risk factors	Do we know the risks & can we live with what might go wrong?					
Organizational development	Does the decision build our future potential as an organization?					
Accountability & control	Are we able to control & establish accountability for this?					

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<sup>1</sup> Consider using the Building Consensus Guidelines from Leadership 300

# Group Decision Making Tool

What decision is being considered?

Ratings: 3 -Yes 2 - Somewhat 1 – No 0 – Need more information

Criteria	Key question	Ratings								Comments/Questions
<b>Consistency with Strategic Plan &amp; Vision</b>	<i>Is the decision aligned with our strategy and vision?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Feasibility &amp; fit</b>	<i>Can we implement the decision given our culture &amp; with our human, financial and material resources?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Expertise</b>	<i>Do we have the expertise to make, implement &amp; sustain the decision?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Cost</b>	<i>Are the direct and indirect costs of this decision reasonable &amp; affordable both short &amp; long-term?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Difference made or Impact</b>	<i>Is the future impact of this known, measurable &amp; positive?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Risk factors</b>	<i>Do we know the risks &amp; can we live with what might go wrong?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Organizational development</b>	<i>Does the decision build our future potential as an organization?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Accountability &amp; control</b>	<i>Are we able to control &amp; establish accountability for this?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Group Decision Making Tool (cont'd)

## Next Steps

Use the insight gained in your discussion to answer these questions:

1. *What else do we need to know about this decision?*

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2. *Can we, and how would we, manage areas of concern that were revealed in the discussion?*

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3. *What decision best serves our criteria (due diligence)?*

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4. *Are there any important criteria that we have not considered which are not listed here?*

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5. *Are we ready to make a decision?*

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