

Group Decision Making Tool

HOW TO USE THE 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.

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.

2 Discuss the decision as it relates to the criteria

- For each criterion, come to a consensus on the group's rating and whether more information needs to be gathered before an informed decision can be made.

3 Assess the decision

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

Group Decision-Making Tool

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

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

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

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

4. Are we ready to make a decision?
