

Decision Planning Template

Use in conjunction with a Decision-Making Profile & Communication Dictionary

This sheet is designed to help prepare for making decisions. Refer to an individual's Communication Dictionary and Decision-Making Profile to ensure the best environment possible for contributing to decisions and providing opinions.

Describe the decision

What decision needs or wants to be made? Describe the whole decision.

Who is involved?

Who is impacted by the decision?

What are the consequences?

What could happen if a decision is made, and what could happen if a decision is not made?

What is the timeframe?

When does a decision need to be made? Is there a set time or is it flexible?

Who is the decision important to?

Who is it that cares about the outcome of the decision?

What is the scope of the decision?

What elements of the decision can be controlled? Are there any fixed elements? (e.g., budget)

What is influencing this decision?

Resources:

Restrictions/Limitations:

Based on the work of Helen Sanderson Associates: <http://helensandersonassociates.co.uk/>