



S – State the Decision

Decision statement: XXXXXXXXXXXXXXXXXX

What are we trying to decide?

Does the statement reflect the type and range of alternatives we should be considering?

L – List Alternatives

What options do we have?

E – Establish & Classify Criteria

- 1) *Establish criteria*
What do we want or need in a final choice?
What do stakeholders say is important?

- 2) *Classify criteria*
Which criteria are mandatory? How will we measure these? Are they realistic?

- 3) *Weigh the WANTS*
Which WANT is most important? (Give it a '10')
Compared to our '10', how important is each other WANT? (10-1)

E – Evaluate Alternatives

Gather and record information

- 1) *Evaluate alternatives against MUSTs*
Does this alternative meet this MUST? (Yes or No)

- 2) *Evaluate alternatives against WANTS*
Which alternative best meets this WANT? (Give it a '10')
Compared to the '10' alternative, how well does each other alternative meet this WANT? (10-1)
Multiply weight x score = Weighted scores
Add these = Total weighted score

| Establish Criteria | Classify Criteria— MUSTs/ WANTS | Alternative 1 | Score | Alternative 2 | Score | Alternative 3 | Score | Alternative 4 | Score |
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| TOTAL | | | | | | | | | |

C – Consider Risks

1) *Identify risks*
If we choose this alternative, what could go wrong?

2) *Assess threat*
What is the probability or likelihood of this problem occurring? (H, M, L)
What is the seriousness or negative impact if the problem does occur? (H, M, L)

| Risks | Assess Threat | |
|--|---------------|-------------|
| | Probability | Seriousness |
| <i>If we choose top-scoring alternative, what could go wrong?</i> | | |
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| <i>If we choose next highest scoring alternative, what could go wrong?</i> | | |
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| <i>If we choose another alternative, what could go wrong?</i> | | |
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T – Trust Your Work—Make the Best Balanced Choice
Which alternative should we choose? Which provides the best balance of benefit and risk?

Best Balanced Choice

