

Decision Check List

Good Practice Element	Checklist		
<p>Data Capture and Recording</p> <p><i>Feedback should be collected in a systematic manner and captured via consistent methods. The process should ensure feedback is protected until it can be electronically stored.</i></p>			
	Y	N	Comments
Have decision objectives been defined			
Is there a time limit for making the decision			
Is the environment conducive to making decisions			
Can the decision be made by an individual			
Should the decision be made by a group or team			
Have diverse competencies and thinking-styles been applied			
If a group/team decision have all opinions been heard			
Is there enough data and information to make a sound decision			
Has the data and information been validated			
Is expert opinion required			
Have all alternatives been considered			
Have appropriate tools and techniques been used			
Is the decision-making process sound			
Has the decision been challenged			

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Has the effect of the decision been considered			
Has the decision been put into context			
Has the difference between importance and urgency been considered			
Have all options been evaluated			
Has the decision been communicated to those who are affected by it			
Is there unanimous agreement to the decision			
Can we live with this decision			