

BUSINESS DECISION MAKING CHECKLIST

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SEVEN STEPS TO MAKING STRONG BUSINESS DECISIONS CHECKLIST

1	Identify the end goal and the need to make the decision <ul style="list-style-type: none">- Discuss the situation with stakeholders and managers- Agree that a decision needs to be made	<input type="checkbox"/>
2	Gather all relevant information <ul style="list-style-type: none">- Dispatch team members to do research on problem and options- Learn what competitors are doing, if relevant- Organize learnings into different decision scenario options	<input type="checkbox"/>
3	Identify various alternatives - not necessarily every one, but every one that could work for this situation <ul style="list-style-type: none">- Eliminate ones that are inappropriate or unfeasible- Ensure company can accomplish all alternatives (financially, legally, from deadline or resource perspective, etc.)	<input type="checkbox"/>
4	Come together in your small team to compare all the evidence of all the alternatives, all pros and cons	<input type="checkbox"/>
5	Choose the decision	<input type="checkbox"/>
6	Execute the decision	<input type="checkbox"/>
7	Evaluate the decision after the fact <ul style="list-style-type: none">- Adjust process in aftermath as necessary for optimum results- Capture decision-making process information for rest of company and for future similar needs- Re-evaluate as necessary	<input type="checkbox"/>

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