**Team Decision-Making Checklist Handout**

1. **Have we enough information to identify the root of the problem or opportunity?**

Are we sure we have clarity in stating the problem?

Are we sure that we have identified the root of the problem or opportunity or are we dealing with symptoms?

This is important as teams are often under time pressures therefore many teams fail to gather sufficient data.

1. **What's the best way to gather the information we need?**

Before a team starts work it is useful to ask how best to gather the information needed and how to organise the team to achieve the task.

1. **Have we tried Consensus Mapping?**

Are the team having problems agreeing on the problem?

Each member of a team starts by writing down the key dimensions of a problem as he or she sees it on individual Post-it notes or wall cards.

Then the team members put these notes on the wall - cluster and re-cluster the notes, until there is agreement.

1. **Have we identified the scope of the problem?**

Have we gathered all the relevant information?

Have we determined the scope, complexity, who is involved, what areas are affected?

Do we know what contextual factors might affect the problem?

Is there information missing?

1. **Have I brainstormed different possible solutions?**

Individual team members should try to brainstorm on their own before they meet as a team, because once in a team, individuals tend to self-censor and good ideas may be lost or stifled.

1. **Have we proposed and considered alternative solutions?**

Has the team generated a number of alternative solutions and then chosen the most useful one?

1. **Have we mapped the key stakeholders**

Is the team making sure all the critical links to external stakeholders are maintained?

Does the team have a formal (even informal) stakeholder map?

Do we understand what these stakeholders want and what they will accept?

1. **How do we implement the chosen decision?**

What needs to be done, what equipment and materials are needed, what contingency plans are necessary if things don't go as planned.

Have we reviewed the plan throughout the implementation stage?

1. **How healthy is our decision making climate?**

Is our working climate healthy or is there too much agreement or too much disagreement?

Is there a lack of leadership?

Is there too much self-oriented behaviour showing a lack of commitment to team?

1. **Do we run team debriefs at regular intervals?**

At the end of a team meeting or when a task has been completed, do we take a little time to talk about how effectively the team organised itself and how effective it was?