

Strategic decision-making checklist

1. Before Decision-making	
<i>Do not start until this is complete</i>	
Is the matter for decision clear and well formulated?	<input type="checkbox"/>
Are the options well specified?	<input type="checkbox"/>
Do we need to make this decision now?	<input type="checkbox"/>
Has this decision been considered previously? If so, why are we revisiting it?	<input type="checkbox"/>
Do the board and related papers contain sufficient information?	<input type="checkbox"/>
Has the board encouraged honest disclosure of estimates?	<input type="checkbox"/>
Do we need to obtain additional information?	<input type="checkbox"/>
How reliable is the data?	<input type="checkbox"/>
Do we need an opinion from an independent, external advisor?	<input type="checkbox"/>
2. Decision-making	
<i>Evaluate each decision here</i>	
Is the decision aligned with the organisation's vision, mission and values?	<input type="checkbox"/>
Will the decision assist us to achieve the organisation's goals?	<input type="checkbox"/>
If the question was framed another way, would we make the same decision?	<input type="checkbox"/>
Are one or more people strong advocates for a particular course of action? Have counter arguments and alternatives been adequately explored?	<input type="checkbox"/>
Has a balanced case been made for the proposed course of action?	<input type="checkbox"/>
Is this a case of potentially continuing to back a failed decision?	<input type="checkbox"/>
Have one or more board members taken a 'black hat' role in the discussion?	<input type="checkbox"/>
Have we been given sufficient time to discuss the decision?	<input type="checkbox"/>
Do we know the maximum, minimum and most likely outcome of this decision?	<input type="checkbox"/>
Is the return on investment realistic?	<input type="checkbox"/>
Has the impact of this decision on all stakeholders and the organisation been considered?	<input type="checkbox"/>
Do we understand the maximum potential loss of this decision?	<input type="checkbox"/>
Have all the risks associated with this decision been considered?	<input type="checkbox"/>
3. After Decision-making	
<i>What happens after the decision is made</i>	
Has the best approach for communicating the decision been decided?	<input type="checkbox"/>
Do all parties understand the communication protocol for the decision?	<input type="checkbox"/>
Has someone been assigned responsibility for implementation of the decision?	<input type="checkbox"/>
Have KPIs been established to monitor implementation of the decision?	<input type="checkbox"/>
Do we need to review the implementation or the decision? If so, when?	<input type="checkbox"/>