

# Decision Making - Guidelines V. 2.1



**Company Name:** <Enter company name.>

**Product Name:** <Enter product name.>

- **Date:** <Enter date.>
- **Contact:** <Enter your name.>
- **Department:** <Enter department name.>
- **Location:** <Enter location.>
- **Email:** <Enter email address.>
- **Telephone:** <Enter telephone number.>

Document Revision History:

Date	Revision	Revised By	Approved By
<Enter date.>	<Revision #.>	<Enter your name.>	<Enter name.>

# **Table of Contents**

**1. INTRODUCTION.....3**

    1.1. DOCUMENT OBJECTIVE.....3

**2. OVERVIEW.....3**

    2.1. SECTION OBJECTIVE.....3

    2.2. THE NEED FOR CLOSURE .....3

**3. BASIC WORKPLACE PSYCHOLOGY .....3**

    3.1. SECTION OBJECTIVE.....3

    3.2. WORKPLACE PSYCHOLOGY.....3

    3.3. THE KEY AXIOMS .....4

**4. DECISION MAKING GUIDELINES .....4**

    4.1. SECTION OBJECTIVE.....4

    4.2. GUIDELINE NUMBER ONE .....4

    4.3. GUIDELINE NUMBER TWO.....4

    4.4. GUIDELINE NUMBER THREE.....4

    4.5. GUIDELINE NUMBER FOUR .....4

**5. IMPLEMENTING THE GUIDELINES .....5**

    5.1. SECTION OBJECTIVE.....5

    5.2. USING EMAIL FOR EFFECTIVE DECISION MAKING .....5

Evaluation Copy

## 1. Introduction

### 1.1. Document Objective

This document describes guidelines and a methodology that drives an effective decision making process within a project for the purpose of bringing closure to all outstanding issues.

## 2. Overview

### 2.1. Section Objective

This section describes the need for an effective decision making process.

### 2.2. The Need for Closure

All project issues must achieve closure and the only way to do so is by making decisions, which means reaching a binding conclusion or passing judgment. Rarely one finds a solution which is optimal, efficient and acceptable to all parties and almost always the decision making process is based on maximizing an objective subject to several constraints. Once one accepts these notions it is much easier to make a decision. Otherwise the lack of decisions and the existence of procrastination mean project delay or stagnation.

## 3. Basic Workplace Psychology

### 3.1. Section Objective

This section describes the human aspects and perspectives of decision making.

### 3.2. Workplace Psychology

3.2.1. "*Mediocre decisions are BETTER than a perpetual state of indecisiveness*". Accept and remember this. There are obvious costs to adopting such an approach, but it is possibly the only realistic means to achieving finality and a chance at product success.

3.2.2. Getting results is the first necessary step on the road to success, so always focus yourself on securing decisions and not just collecting views and opinions.

3.2.3. Try to educate yourself and others to be:

- Decisive in the face of indecision
- Clear in the face of ambiguity
- Concise in the face of the verbose

3.2.3.1. The key to driving any process or project to completion is done first by you being *decisive*, *clear* and *concise*. Promote the same in others by reiterating constantly the above mentioned. Act and apply it consistently until it comes natural to you and acceptable to others.

3.2.4. Once a major decision has been made regardless of who made it, document the decision, launch a sign-off (if applicable), and propagate the agreed

upon and approved decision to all relevant parties internal and/or external to the company.

### 3.3. **The Key Axioms**

- Decisions mobilize a project
- Decisions are the building blocks to making a product materialize
- Decisions must be made, and in a timely manner

## 4. Decision Making Guidelines

### 4.1. **Section Objective**

This section describes the four primary guidelines that drive decision making.

### 4.2. **Guideline Number One**

*“Decisions are made by ONE person with others supporting the decision making process”.*

This means that if you raise an issue that needs resolution, make sure to specify the one (only one!) individual you feel should make that decision. Whether done in the context of a meeting or in an email message, make sure that everyone is aware of who is being singled out as the one and only decision maker. It need not always be the same person or the highest ranking, but for each decision there should only one person in this assigned role.

### 4.3. **Guideline Number Two**

*“Discussions are a tool that support the decision making process”.*

This means that if you raise an issue that needs resolution, make sure you conspicuously specify the individuals that are requested to comment or provide information for the decision maker in support of the process. Whether done in the context of a meeting or in an email message, make sure that all are aware of their role as contributors which also mean that they actually do have to contribute. Consensus is important and nice to have, but not critical. Your focus should always be on attaining a sound decision, not mutual agreement.

### 4.4. **Guideline Number Three**

*“Decisions must be made and in a timely manner”.*

Make this obvious and request a decision be made within a reasonable timeframe. Do not impose or dictate deadlines, but be firm.

### 4.5. **Guideline Number Four**

*“Decisions must become public knowledge, once made”.*

Propagate and inform all parties concerned that a decision has been reached. Do not assume people will hear or learn about the decision somehow or understand how it was made and why. Initiate a sign-off process to secure a commitment from everybody regarding the decision.

## 5. Implementing the Guidelines

### 5.1. Section Objective

This section describes the application of the effective decision making guidelines via email.

### 5.2. Using Email for Effective Decision Making

- The message is addressed to (To:) only one person (the decision maker).
- The message is copied (Cc:) to all those who should comment and provide input in support of the decision making.
- A time limit has been placed for reaching a decision with consequences of indecisiveness described.

Here is a sample email message applying the methodology:

-----Original Message-----

**From:** Gabriel Steinhardt  
**Sent:** Tuesday, March 16, 20xx 1:35 PM  
**To:** Software Architect  
**Cc:** Development Team; Lead Developer  
**Subject:** Programming language choice

Hi,

What programming language do you recommend we use to develop future versions of our products?

Notes:

- \* Decision maker: software architect
- \* Decision support: development team; lead developer
- \* Decision due date: Friday, April 16, 20xx
- \* If no decision: continue using ANSI C
- \* All on Cc: line: please provide your comments and opinion.

Thanks,  
--Gabriel

-----End Message-----