

Decision-Making Process: Steps



Ask yourself questions related to the problem such as:

- What are the details of the problem?
- Is it a new or an old problem?
- Who is involved in the problem?
- Why the problem should be solved?
- What will be the consequences if the problem is not solved?

Step 1: Identification of The Problem



Other tips and points

- Explore carefully the situation
- Break down the problem into smaller elements
- See the problem from different perspectives
- Define the causes

Tips and Points

- Determine exactly what you want to know.
- Clarify who will search the information.
- List down all possible sources of information.
- Determine which are the best sources of information

Step 2: Gathering Information



Tips and Points

- What are the methods and ways of collecting information?
- Determine the gaps in your knowledge and try to fill these gaps.
- Think about who will use this information.
- Think about how to present the information

Tips and Points

When it comes to gather alternatives, brainstorming is a well-known and effective method widely use in the business.

Step 3: Find out Alternatives



Tips for Brainstorming

- Decide what is appropriate – individual or group brainstorming.
- Avoid criticizing or rewarding ideas.
- Provide a free and open environment
- Choose a comfortable place to sit and think.
- Minimize distractions.

Tips

- Clarify each alternative.
- Make assumptions.
- Make comparisons.

Step 4: Evaluation of Alternatives



Tips

- Consider weaknesses of each plan.
- Think about the costs.
- Use decision-making tools and techniques.

Useful Tips

- List down the most preferred alternatives.
- Which are the risks involved in each of them?
- What problems may create each of the preferred options?

Step 5: Select the Best Alternative



Useful Tips

- Do you have the resources needed to implement the plans?
- How much time is needed and which alternatives meet the deadline?

Useful Tips

- Make the decision clear for everyone who is involved in its implementation.
- Find out what is the level of acceptance.
- Make sure you have a team that “has your back,” and understand the goals of the plan.

Step 6: Implementation of The Decision



Useful Tips

- Schedule meetings to discuss progress.
- Involve the upper management where appropriate.
- Create a good communication environment.

Useful Tips

- Find out if goals are achieved or not. If not, then consider the following points.
- Is it necessary to change the deadlines?
- Are the goals still seem realistic?

Step 7: Monitor and Evaluate the Results

Useful Tips

- If it is necessary, change the priorities.
- If it is necessary, change the goals.
- Learn from the monitoring.
- Consider asking for help from high-level management or experts.