Developing Decision Criteria

The goal of this exercise is to help you better explain your group's decision criteria and include it in your report. Completing this exercise will also help your team create a successful report. Decision criteria frame the assessment of your solutions/recommendation. You will need to explain to your audience what the decision criteria are and why they are important, then use the decision criteria to evaluate your solutions/recommendation.

Decision criteria will include the following:

- Reflect the organization's values
- Provide useful and relevant information when identifying the pros and cons of a solution/recommendation
- Give the audience a frame of reference for making decisions

Another way to think about it is that decision criteria refer to variables or characteristics that are important to the organization making the decision (i.e., human resources, budget, real property issues, environmental issues, usability, cost, etc.).

Check out these two websites for a common list of decision criteria that you can also think about and use in your own work:

- https://netmind.net/en/choose-the-right-decision-criteria/
- https://simplicable.com/new/decision-criteria

Do the following:

1: Discuss as a group the following decisions that should inform your groups' choices for selecting a problem for the report:

1. What criteria are most important for the audience to know about your recommendation/solutions?
2. What criteria represent your audience's priorities?
3. What criteria are useful when analyzing the pros of this recommendation/solutions?
4. What criteria are useful when analyzing the cons of this recommendation/solutions?

2: Assess and Analyze information generated in step 1:

1. Look for overlap in the list of criteria generated by the questions above
2. Identify the three most useful criteria
3. Create an outline that lists and defines the three criteria you have chose--explaining what they are (definitions) and why they are important
4. Include your answers in your report

The information you write in this exercise should be used in your reports.