



Team Tools #2



Simple Decision Making Grid

Instructions

Making the best decision for the team or the dairy often means evaluating many potential solutions against a variety of important criteria. The solution that is most likely to be effective might also be the most costly. Too many ideas and conflicting degrees of importance can lead to “gridlock” in a team and no decisions made.

Use this simple decision making grid to prioritize and choose the “best” solution so that decisions can be made, implemented and evaluated. The following steps outline how the grid is used.

1. Write down a clear statement of the problem to be solved at the top.
2. Write down all of the important criteria to consider when solving this problem along the left portion of the grid. Examples of useful criteria are: cost, return on investment, ease of implementation, labor requirements, likelihood of effectiveness, etc.
3. Write down all of the potential solutions along the top of the grid.
4. Using the 3 point scale where 3=Good, 2=Fair, and 1=Poor, rate each of the solutions against each of the individual criteria and write the number in the box. For example: You might give a solution that costs <\$50 a score of 3 while a solution that cost \$5,000 would rate a 1.
5. Once all ratings are completed, total up the columns for each solution. The solution with the highest score ranks first to implement, second highest score ranks second to implement, etc.
6. At times the decision reached might be to implement first and second ranking solutions (as in the attached example), but the grid is designed to separate solutions by ranking to aid with decision making and implementation.



Simple Decision Making Grid

Ratings:

3 – Good rating for criterion

2 – Fair rating for criterion

1 – Poor rating for criterion

Problem: _____

Criteria	Possible Solutions					
Total						
Order						

Solution: _____

Responsibility: _____

Date to Review: _____



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Simple Decision Making Grid - Example

Ratings:

3 – Good rating for criterion

2 – Fair rating for criterion

1 – Poor rating for criterion

Problem: Lack of consistent milking procedures.

Criteria	Possible Solutions					
	Re-train milkers	Develop SOP	Provide incentives	Hire outside consultant/trainer		
Cost	2	3	1	1		
Time needed	2	3	2	2		
Effectiveness	3	2	1	2		
Total	7	8	4	5		
Order	2	1	3	4		

Solution: Develop SOP and re-train milkers.

Responsibility: John

Date to Review: August 31, 2006