

Complex Decision Playbook

This playbook is designed to be used in a complex decision.

A complex decision often has many options and variables to consider, such as

1. Options that are “close”, or produce similar results
2. Options that produce very different results
3. Multiple conditions
4. Significant impact for those involved (stakeholders, companies, individuals)
5. Significant time, effort and financial impact
6. Large amounts of information

This tool can assist in coordinating and collating the information and options.

Instructions for use:

1. Have one page for each option
2. Have a clear understanding of the Desired (best) outcome documented at the top of each page
3. Have a brief outline of the option to quickly confirm (especially if there are similar ones). You can go into more detail about an option in another document if required.
4. Consider as many UNIQUE OR RELATIVE benefits and concerns as possible
5. If a benefit/concern is RELATIVE, it can only exist in one option at a time.
6. Give each benefit a score of 1-3 based on impact, importance and value. Score each as 1= low impact/value, 3 = high impact/value.
7. Give each concern a score of 1-3 based on the probability and impact of that concern occurring.
If a concern is a risk that can be mitigated, then the score of that mitigation should be considered in its place.
Score each as 1=low impact/value 3=high impact/value.
8. Subtract the sum of the concerns from the sum of the benefits to give the option a score to compare to the other options.
9. Consider the scores and whether they accurately reflect the relative value of each option when compared to the others.
You may need to review and adjust scores given to each benefit/concern to ensure they accurately reflect the relative risk/value for that option