

Project Decision

The Project Decision is an application of the classic Ben Franklin Decision Technique that is implemented here. The basic traditional way to do this decision making is to take a blank sheet of paper and then to draw a vertical line down the center of it. The left column is headed up “For” or “Pro” and the right column is headed up “Against” or “Con.” The question problem is then brainstormed and as many items as possible are entered in each column. The two columns are then evaluated to arrive at a decision. Hopefully one column is much longer than the other so that a course of action is obvious. If an answer is not obvious this worksheet allows for each item being assigned an importance weight to help the evaluation process.

Only ten lines are provided on the worksheet for each Pro/Con with the idea that the most problems encountered on a daily basis are not heavy or deep enough to require more and so the worksheet is used to clarify the issue. If you do have a decision with a lot of factors you can list all your items on a separate sheet of paper in the classic style outlined above and then do a first run evaluation by summarizing the important ones on the worksheet.

If a lot of alternative options are being evaluated then the YES/NO can be checked off at the bottom with a short analysis of the decision reached. A sample application would be if a lot of travel brochures have been collected to decide where to go on vacation and a decision has to be made between them. The Yes checked Project Decision sheets can then be collected for further refinement to a single result.

Extra headings are given for potential **Alternatives** courses of action for further consideration and **Need To Know** if more information gathering is required. These headings are useful for note taking while doing the evaluation.

Opportunity Costs

Opportunity costs are a classic consideration in decision making and so can be listed separately from other Con negatives. Opportunity costs are alternatives that must be forgone if you implement your decision.

Alternatives

Alternatives are different from opportunity costs in that they are radical alternate courses of action and not just a loss because of a chosen action course. Continuing our vacation example an opportunity cost might be having to give up the cost savings of a discount week at a resort. An Alternative could be staying home to remodel the kitchen. Use the headings to highlight and keep front and center factors that are important to you.

The Next Step

Once a decision has been made on what to set as a goal it can be followed up with a **Project SMART** worksheet to turn it into reality.

Printing Instructions

The worksheet can be printed back to back on the same sheet and then cut in half and hole punched for a half letter size binder. A one side printed sheet can also just be three hole punched at the top long side for regular letter sized binders. If this worksheet is worked as a letter size page it can then be folded in the center and hole punched to store in a half letter size binder. I use a zippered case that is handy everywhere.

Downloaded from:

<http://awenman.com/learnINGblog>

PROJECT/Goal:
Specific (succinct)

ID / Symbol

PRO *The Expected Benefits* IMP

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

CON *The Expected Downside* IMP

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

YES NO Date: _____

Reminder Synopsis of Reasoning: *(Be sure you're right - then go ahead)*

the Decision Board *more considerations*

Opportunity Costs

What am I giving up to implement this project?

Alternatives

What can I do instead?

Need to Know

What more do I need to know to make an informed decision?

	DONE
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

IMP: Code of Relative Importance

V: very H: high M: medium L: low



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