

**APPENDIX 16** (QIIP, 2009)**Decision-Making Checklist**

Social processes can act as barrier to effective decision making. For example, people can put less effort into the group process if responsibility for the work is shared. Also, teams can make poor decisions through habitual processes and pressure to conform.

Use this checklist to help overcome the barriers to effective team decision-making.

**Team Culture:**

- Have we generated a safe atmosphere so team members feel able to contribute?
- Do we need to work in subgroups to overcome groupthink?
- Do we have a culture of listening?
- Does the team have a strong group identity?
- Is the task meaningful to the group?

**After a decision has been made:**

- Have we generated a sufficient quantity and range of ideas?
- Did we take sufficient time to explore options?
- Have we gathered everyone's thoughts and suggestions?
- Have we discussed all doubt?
- Have we fully considered all new information?
- Are there any sources of new information we have not yet considered?
- Have we asked for information from others outside the team?
- Do we need expert opinion?
- Have we reappraised our original objectives?
- Have we fully considered the consequences of our decision?
- Do we have contingency plans?
- Have we identified the weaknesses in our decision?
- Is there individual accountability for the work to be done?
- Is there equality in the workload of each team member?