

# Post-Decision Review Checklist

**\*\*Checklist to Evaluate Your Decision-Making Process and Outcomes:\*\***

## 1. Decision Overview:

- Describe the decision that was made.
- What were the main objectives?
- Who were the key stakeholders involved?

## 2. Criteria and Process:

- List the criteria used for decision-making.
- Was the decision-making process clearly defined and followed?
- Were all relevant data and information considered?
- How were alternative options evaluated?
- Was there a consensus among stakeholders?

## 3. Outcome Assessment:

- What were the immediate results of the decision?
- Did the outcomes align with the expected objectives?

- **Were there any unforeseen consequences?**
- **How did the decision impact the business or project?**
- **Was the decision cost-effective?**

#### **4. Performance Metrics:**

- **Identify key performance indicators (KPIs) used to measure success.**
- **Were the KPIs met? If not, why?**
- **What metrics indicate the success or failure of the decision?**

#### **5. Lessons Learned:**

- **What worked well in the decision-making process?**
- **What challenges or obstacles were encountered?**
- **How were these challenges addressed?**
- **What could have been done differently to improve the decision or its implementation?**

#### **6. Feedback and Stakeholder Input:**

- **Collect feedback from all involved stakeholders.**
- **Were there any concerns or issues raised post-decision?**
- **How did the decision affect different stakeholders?**

#### **7. Next Steps:**

- **Identify any follow-up actions required.**
- **How will these actions be implemented?**
- **Who is responsible for ensuring these actions are carried out?**
- **Set a timeline for reviewing the progress of these actions.**

## **8. Documentation and Record-Keeping:**

- **Ensure all aspects of the decision-making process are documented.**
- **Maintain records of data, analysis, and decisions made.**
- **Store documentation in an accessible and organized manner for future reference.**

## **9. Continuous Improvement:**

- **What improvements can be made to the decision-making process?**
- **How can the learnings from this decision be applied to future decisions?**
- **Develop a plan to implement these improvements in future decision-making processes.**

## **10. Reflection:**

- **Reflect on personal contributions to the decision-making process.**
- **What personal insights or skills were gained?**

- **How can these be applied to future decisions?**

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