

Decision Support Tool (DST)

Date:	
Issue:	
Background:	

What is the issue we are trying to decide?

Is this timeframe dependent?

What are the options available? (including no decision)

An analysis of the options.

Option	Benefit	Risks	Cost	Comment

How do we get information (data) to assist us in the decision?

Who have we consulted? Have all key stakeholders been included?

What are the criteria to decide? (Financial, Social, Cultural, Strategic?)

What are the risks and how do we mitigate them? (Finance, Operation, Reputation)

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Have we got a budget? Can we afford this? Can we afford not to?

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Who benefits from this decision?

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Who loses from this decision?

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How will we communicate this decision and its impacts to relevant stakeholders?

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What are the next steps?

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