

1. Set the parameters

What are we deciding?	Top 3 features to prioritize on Q1 roadmap
Who is the decision maker(s)? [1]	Alice
Who are the input providers? [2]	Alice, Bob, Charlie, Dave, Eve, Frank
Num votes per person: [3]	5
Who is affected by the decision?	All employees
What type of decision is it?	Prioritization
By what date?	1/1/2023
How long will we commit to the decision?	6 months
Earliest date to revisit:	6/30/2023

2. Deliberate

Options [4]	TOTAL VOTES	Alice	Bob	Charlie	Dave	Eve	Frank
Option 1 [5]	6	3	1		1	1	
Option 2	9	1	2	4	1		1
Option 3	8		1		3	3	1
Option 4	4	1		1		1	1
Option 5	1		1				
Option 6	2						2
	Votes per person	5	5	5	5	5	5
	<i>Error Messages</i>						

3. Decide

Decision made by:	Alice
Decision:	Option 1, Option 2, and Option 3 in that order
Communicated on:	1/1/2020
Communicated to:	employees@ email and on slack
Brief rationale:	Although option 2 got more votes, I felt it was better to prioritize Option 1 higher, given the urgency around X.

[1] Increase the number of decision makers for high risk decisions where the cost of an incorrect yes > the cost of an incorrect no.

[2] Add names with comma separated formatting to be auto-populated into `2. Deliberate` (starting at column D)

[3] Can make this roughly equal to the number of options, for prioritization and choice decisions.

[4] When adjusting the number of options and/or participants, recreate the Filter by selecting:

* All the Options (B15:B?) vertically

* Headers thru all names (B14:?14) horizontally

[5] Pros

+ one

+ two

+ three

Cons

- one

- two

- three