Cultural DESIGN Group
"Building Cohesion & Creativity"

Consensus Decision Worksheet

Step 1. Write a clear decision statement

What is the item or issue that we'll be deciding on?

_____
_____
_____
_____
_____
_____
_____

Step 2. Identify the desired goal or outcome

How will we know that we have made an effective decision?

_____
_____
_____
_____
_____
_____
_____

Step 3. Set time frames

Indicate the time per each portion of the discussion:

Agenda Item	Time Required	Presenter

Total Time Required = _____

Step 4. Clarify Group Norms

What rules do we need to establish to ensure that we have a participative and balanced debate instead of heated arguments?

_____
_____
_____
_____
_____
_____
_____

Step 5. Identify the Decision-Making Process

How will we be making the ultimate decision?

Consensus_____ Majority Voting_____

Compromise_____ One Person Decided_____

Unanimous_____ Multi-voting_____

Comments:

_____
_____
_____
_____
_____
_____
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_____
_____
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_____
_____

Step 6. Analyze the Current Situation

What are the relevant facts that describe the background of the current situation? What do we all need to understand? What are the assumptions we are operating under? Which of these are valid? What other constraints, boundaries or political realities should we take into consideration?

Step 7. Generate Possible Solutions

What are the possible solutions that might work given our analysis