DF
DAN FREDERKING

This tool helps groups move from **problem** → **perspectives** → **options** → **agreement**. It's designed for team-based or stakeholder decisions where trust, creativity, and shared ownership matter. Before you begin, assign a person to be the **facilitator** (who keeps the process moving) and the **recorder** (who documents inputs and decisions).

1. Decision Framing

Goal: Clarify the decision and set clear parameters.

Prompts:

- What are we deciding?
- Why does it matter now?
- Who is affected by the decision?
- Who should be involved?
- What's the timeline?
- What type of decision is it?
    - □ Consensus
    - □ Recommendation to a leader
    - □ Majority vote
    - □ Input only (leader decides)

2. Input Collection

Goal: Gather ideas and concerns from the group before discussion.

Prompts:

- What do you think we should do?
- What concerns do you have?
- What values should guide this decision?
- What would be a harmful outcome?

Options for Collection:

- Anonymous Google Form
- Sticky notes or notecards
- Software such as Whiteboard, Miro, or Padlet
- Breakout groups with note-taking

3. Option Generation Grid

Goal: Organize viable options for discussion and evaluation.

Option Name	Description	Benefits	Risks or Drawbacks	Alignment with goals/values

Optional: Consider adding additional columns on:

- Feasibility
- Impact
- Cost
- Equity
- Alignment with mission

4. Evaluation & Deliberation

Goal: Help the group evaluate and converge on an option.

Techniques to Try:

- Dot voting
- Fist to five
- Gradients of agreement
- Round-robin discussion
- Small-group caucusing
- Pros/cons sorting

Discussion Prompts:

- What are we leaning toward?
- What concerns remain?
- What would strengthen this option?

5. Decision Record (template on next page)

Goal: Document key decisions for transparency, alignment, and follow-through.

Reflection Prompts

Goal: Improve the process over time.

After the decision, ask:

- Did everyone feel heard?
- Was the process fair?
- Did the tool help surface better ideas?
- What would we change next time?

Decision Record Template

1. Decision Summary

- Decision Topic:
- Date of Decision:
- Final Decision:

2. Participants

- Decision-Making Group:
- Facilitator (if any):
- Who provided input (stakeholders, community, etc.):

3. Process Used

- Type of decision: (Consensus, vote, leader with input, etc.)
- Decision-making process or protocol followed: (dot voting, fist to five, deliberation rounds, etc.)

4. Rationale

- Why was this decision made?
- What values, priorities, or criteria guided it?
- What alternatives were considered?

5. Communication Plan

- Who needs to know about the decision?
- How will it be communicated? (email, meeting, newsletter, etc.)
- By whom? When?

6. Implementation Plan

- Key actions or next steps:
- Who is responsible for each action:
- Timeline or deadlines:

7. Follow-Up

- When will we revisit or reflect on this decision?
- What will we look for to assess if it's working?