




## Project 2024

# Decision Making Toolkit

Decision making by internal working groups at CC is varied, often lacking structure to ensure successful outcomes. Who has the power to influence the decision? What are the expectations of the (often volunteer) team members? How is the decision communicated? Are we living our goal of transparency?

The **Decision Making Toolkit** provides resources to address these questions and support a smooth decision making process and transparent communication by any group at CC.

## Components

		
Team Norms	Roles & Goals	Communication Checklist
Team norms establish clear, agreed-upon behavior, how the work will get done, and what team members can expect of each other.	Decision making models clarify which individuals or groups are responsible for a project's successful completion, and the roles that each will play.	A communication checklist outlines the critical steps for effective communication within a project team and to other key stakeholders.
This document is a two-column table that guides the team to discuss and align, and document the norms for working together.	This document is a RACI or DARE matrix that identifies the decision making role and responsibility for each team member.	This document is a list of communication activities for each phase of the project for each type of stakeholder across campus.

## Usage

The Decision Making Toolkit would be available on the website for use by any group at CC. A brief explainer video would describe how each tool could be used.

## Benefits

The Decision Making Toolkit is designed to be a helpful tool for working teams, yet not prescriptive - and flexible enough to provide structure where none exists.

## Tracking

We recommend a test-and-learn approach. Several groups will be identified for a pilot launch of the Decision Making Toolkit, and we will track and measure the efficacy of the tools in order to make improvements before full implementation.