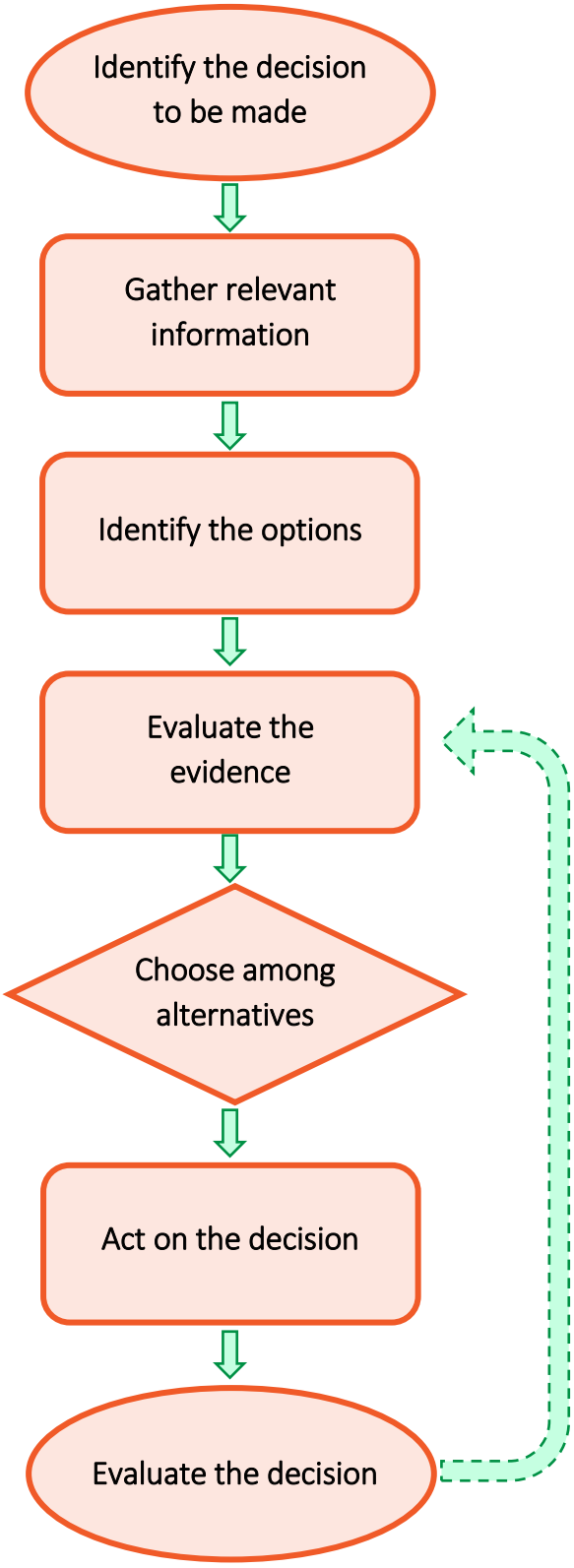
The Decision-Making Process



Clearly define the problem to be solved or the objective to be achieved.

Seek information about the decision to be made, including how it will affect people or the organisation, and how your organisation has performed previously in this area.

Identify all the possible options available to achieve your goal.

Evaluate the positives and negatives of each option.

After careful consideration of the alternatives, make the decision.

Develop a project plan and implement the steps to act on your decision.

After implementing the actions above, review the outcome to see if you solved the problem or met the objective. You may need to try another option.

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