
Checklist to Help Decision, Problem, and Potential Problem Analysis Thinking

Complex situations involve many factors. The following list describes many of these factors. Use the list to consider all the results that might be needed from a decision. The list also suggests adverse consequences of making a choice and potential problems implementing an action. Finally, the list also suggests differences between IS and IS NOTs in a Problem Analysis.

Check against these categories:

Human Resources

Motivation and attitudes

Skills and abilities Performance and productivity Development and growth

Health and safety

Equal rights and opportunities

Organization

Relationships among units, functions, persons

Communication

Responsibility and delegation

Formal and informal organization

Coordination

Information systems

External Influences

Economic trends Competition

Company image

Legal and government Environment

Ideas and Processes

Security, proprietary position

Adaptability

Facilities and Equipment

Space

Flexibility and adaptability Location

Compatibility

Material

Sources and availability Quality

Handling and storage

Money

Capital or fixed costs and expenses

Return

Output

Quality

Quantity

Pace and timing

Personal

Goals and plans

Family

Strengths and weaknesses Interests