
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