|  |  |
| --- | --- |
| **D** | **Describe** **environment:**What are the external and internal factors that could impact on our ability to solve this problem or complete this task? Consider customers, industry, competitors, and company internal factors. |
|  |  |
|  |  |
| **E** | **Establish intent:**Why are we doing this? Aligns to the CEO/BU intent? | **and Objective:**

|  |  |
| --- | --- |
| * Who?
 |  |
|  |
| * What (Quantity/Quality)?
 |
|  |
| * When?
 |
|  |
| * Where?
 |

 |
|  |
| **C** | **Create options:**Explore different ways we can conduct the task. |
| **OPTION 1** |  | **OPTION 2** |  | **OPTION 3** |
|  |  |  |
|  |  |  |  |  |  |
| **I** | **Identify opportunities and risks:**What are the opportunities – are we being innovative? What are the risks to people, equipment, reputation, financial risk? What is the risk to achieving the intent and objective? |
| **OPTION 1** |  | **OPTION 2** |  | **OPTION 3** |
|  |  |  |  |
|  |  |
| **D** | **Develop** **and** **decide** **preferred** **option:**How do we mitigate the risks and exploit the opportunities? Wargame ‘what if's’. What are the advantages and disadvantages? Is the risk profile acceptable? |
| OPTION 1 |  | **OPTION 2** |  | **OPTION 1** |
|  |  |  |
|  | **PREFERRED OPTION –** Select the preferred option and summarize the final method as a high level explanation of how we will achieve the objective. |
|  |
|  |  |
| **E** | **Execute** **and** **evaluate** **outcomes:**Communicate the plan using **DIRECT*not*** ***dictate*** **™** template over pageDoes it meet the intent? **YES** [ ]  **NO** [ ] Will it achieve the objective? **YES** [ ]  **NO** [ ] Should we do this (alignment with values)? **YES** [ ]  **NO** [ ]  Do we need higher authority to do this? **YES** [ ]  **NO** [ ]  |
|  |  |