

DECISION EVALUATION FRAMEWORK

Compare options, quantify tradeoffs, and choose next actions confidently

01 Decision Evaluation Cover

02 Executive Decision Context

03 Pros vs Cons Side-by-Side

04 Weighted Multi-Option Evaluation Matrix

05 Risk & Cost-Benefit Quantification

06 Final Recommendation and Action Plan

DECISION EVALUATION COVER

Strategic decision	Options and outcomes	Accountability roles
Define the choice, scope, and what success must change	List the options to evaluate and their intended outcomes	Name role and decision owner for accountability and follow-up
Meeting date	**Evaluation criteria**	
Meeting date for audit trail and version control	Objective criteria, transparent assumptions, and documented trade-offs	

EXECUTIVE DECISION CONTEXT

Decision scope

What must be decided now, what is constrained, and what is negotiable

Baseline criteria

Define must-haves vs should-haves to prevent criteria drift

Financial stakes

Specify cost envelope, expected ROI range, and budget responsibility

Operational stakes

Map impact on delivery, capacity, risk exposure, and customer experience

Decision lens

Set time horizon, reversibility, and acceptable downside tolerance



PROS VS CONS SIDE-BY-SIDE

Value drivers

Value drivers include speed, quality lift, compliance readiness, and capability expansion

VS

Trade-offs

Trade-offs include cost growth, complexity, vendor lock-in, change burden, and timeline risk

WEIGHTED MULTI-OPTION EVALUATION MATRIX

Criteria	Weight	Option A	Option B	Option C
Strategic fit	W1	S_A1	S_B1	S_C1
Total cost	W2	S_A2	S_B2	S_C2
Time to value	W3	S_A3	S_B3	S_C3
Risk & compliance	W4	S_A4	S_B4	S_C4
Operational impact	W5	S_A5	S_B5	S_C5

RISK & COST-BENEFIT QUANTIFICATION

Financial upside

Expected value from savings, revenue lift, or avoided costs

Implementation drawbacks

Quantify friction costs such as onboarding, integration, training, and rework

Risk-adjusted impact

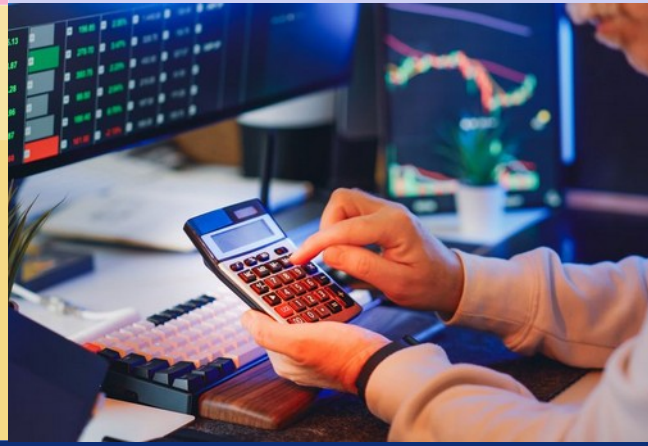
Apply probability weighting to downside events to compute net expected value

Sensitivity checks

Test the assumptions that most affect outcomes to avoid false precision

Decision implication

Highlight which risks need mitigation before committing



FINAL RECOMMENDATION AND ACTION PLAN

Best weighted outcome

Strategic verdict: Recommend the option with the best weighted outcome and acceptable risk profile

Top criteria and trade-offs

Justification: Cite top criteria contributions and the main trade-offs that were resolved

Immediate next steps

Execution plan: Define immediate next steps, owners, and decision gates for momentum

Short-cycle checkpoints

Milestones: Set short-cycle checkpoints for validation, procurement readiness, and launch readiness

Monitoring and escalation

Governance: Confirm monitoring metrics, escalation triggers, and how the decision will be revisited