



Issue (frame as a short problem-solving question)

Background / History:

Interests:

-
- This image shows a blank sheet of white paper with ten horizontal ruling lines. Each line is preceded by a small black dot on the left margin, serving as a guide for handwriting practice. The lines are evenly spaced and extend across the width of the page.

Information needs:

Needed

- _____
- _____
- _____
- _____

Who will collect the data?

- _____
- _____
- _____
- _____

Options / Brainstorm potential solutions or parts of a solution to address the issue

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Criteria

Legal/Regulatory

Logistical

Consistent with policy

Aligned with mission/values

Financially responsible

Long-term impacts

Options: 1st Cut (Identify the most promising options that appear to meet the interests)

- _____
- _____
- _____
- _____
- _____

Options: 2nd Cut (From cut 1, identify options that meet criteria, including budget)

- _____
- _____
- _____
- _____
- _____

Options: 3rd Cut (from cut 2, identify options that best meet most, if not all, interests)

- _____
- _____
- _____
- _____
- _____

Confirm by consensus

Action plan

Action

- _____
- _____
- _____

Who and When

- _____
- _____
- _____