

# <Name of the Problem/Opportunity>

## Decision Statement Overview Artifact

### How to use

Fill out the tables below to help you articulate the opportunity you see to others. This template contains sections on What, Why and Who, which are key parts to properly understanding the scope of the opportunity and ensuring you have alignment and people understand their roles before moving forward with a solution.

If you already have a solution in hand to implement, take this time to write out a clear problem statement so that it will be clear to others what your solution is trying to address. After filling out and discussing the problem, you can use the [Decision Template, Part 2](#) to propose solutions.

### What

<i>What is the problem or opportunity?</i>	<b>Tips:</b>  The problem statement should not be a binary decision.  Could this problem/opportunity be broken down into something smaller?  Is it the right thing to decide on?  Use plain language.
<i>What does the future look like if this is achieved?</i>	
<i>What happens if we do nothing?</i>	

# Why

*Why is approaching the problem/opportunity valuable? What is the most valuable thing? Does it align to the MTP/2030 Strategy or Annual Plan? Rank values in order of importance. Make it explicit who this benefits and where the value is. Review your language is it easily understood by anyone in the organization?*

Value	Objective or Value it Supports and How

# Who?

Who are the stakeholders? What level of consultation is required for each type and why? This is performed doing a [responsibility assignment matrix \(RACI\)](#)

<b>Responsible</b> <i>Those doing the work to resolve the problem/act on the opportunity.</i>	<i>What work/what role is this team/group playing?</i>	<i>Point of Contact for this team/group (a person)</i>
<b>Accountable</b> <i>The person with ultimate authority over the decision (there can only</i>	<i>Why is this person accountable?</i>	

be 1).		
		N/A
<b>Consulted</b> <i>Those not doing the work, but have expertise needed to make an effective decision</i>	<i>What expertise from this team/group is required for the process to be a success? How are they impacted by change in this area? What sort of time commitment do you expect from them?</i>	<i>Point of Contact for this team/group (a person)</i>
<b>Informed</b> <i>Those that need to be informed but is a 1 way communication. Updated on status and progress.</i>	<i>Teams/Groups that need to be kept up to date. Their input is not needed for a resolution and decision to be made, but they may need to change behavior to react when a solution is in place.</i>	<i>Point of Contact for this team/group (a person)</i>