

Decision Modeling Workshop Form

The form can capture everything you need for a decision requirements model but the diagram itself will be easier to develop on a white board where it can be edited.

Below are some instructions for each section:

Section		Notes
Decision		
	Basics	A simple name and description for the decision.
	Process context	The name of the Business Process(es) in which the decision is made and any notes about when in the process or why.
	Metrics or measures	One or more likely several measures or metrics that can be used to track the effectiveness of the decision. Places in the organization's performance management approach that would reflect changes in decision-making approach.
	Question and allowed answers	Specific question that must be answered to make the decision and possible answers to that question (Yes/No, list of options, number etc). Critically important for decision requirements.
Initial Requirements		
	Input data requirements	The logical data entities "obviously" required to make the decision – this might be the entities in a logical data model, the classes in an object model, the groups of fields in an information model.
	Knowledge sources	Policies, regulations, best practices, analytics or expertise known to be needed to make the decision. Each significant document or group of people should be identified.
	Sub-decisions	Pieces of decision-making – steps in the decision-making process, pieces that can be decided independently. These are the core of the decision model and how to find them is what the session is all about.
Decision requirements		
	Decision requirements diagram(s)	A model of the decision-making showing the decision, input data, knowledge sources and sub-decisions along including those discovered by modeling. The diagram(s) should follow the rules for a decision model.
Insights gained		
	Analytic opportunities	Thoughts on which sub-decisions in the model could be made or improved analytically along with thoughts as to what kind of analytic would be required, how precise it would need to be etc.
	Process Simplification	Ways in which the overall process could be simplified based on the use of the decision-making modeled or by increasing the scope of decision-making being automated.
	Lessons Learned	Observations, lessons, thoughts about application learned through the activity. What will you do differently now?