

Danville Town Services Committee Decision Making Template

Intent and Purpose: *The intention of the Town Services Committee is to provide recommendations to the Selectboard on whether the proposed service should be provided by the Town of Danville. This template provides guidance in recording and presenting information as part of a decision-making process to identify key information and determine possible options, rather than starting with a given course of action in mind.*

Task Analysis Stage – Proposed Service Evaluation

What is the proposed service being reviewed? This section should clearly state the decision that must be made. A brief, high-level description.

Proposed Service:

Task Analysis Stage – Gather Information

What do you know? Key information items that are important and/or relevant to deciding about the issue; some things cannot be known. Ideally run down as many initial assumptions as possible and turn into facts. Outline Format.

Facts and Assumptions:

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Brainstorm & Evaluate Options – Develop and Compare Options

After Task Analysis to ensure alignment and to clarify the ask. Developed Options are ALL reasonable general approaches to handling the issue. Cross out any excluded options with a brief reason why they didn't pass a FAST test: Feasible / Acceptable / Suitable / Timely. For each option, explain the option in detail, then bullet benefits and risks (positive and negative) for each option. Next, compare options by creating comparison criteria and compare them to narrow. Outline Format.

Developed Options:

Compare Options:

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Selection – Refinement and Recommendation

After Option Development, come together to validate the options and confirm recommendation(s); refine details, costs, proposals. Summarize recommendation to the TSC –include nuances, especially of sub-options, for presentation to the Selectboard. Reference back to specific option recommended and the reasoning for the recommendation. Narrative and outline formats.

Refinement of Recommendation(s)

TSC Recommendation(s) to Selectboard:

Submission Date:

Selectboard Feedback/Comments:

Revision History

If TSC or Selectboard respond with revisions, please track below to ensure that everyone is up to date.

Name	Description	Date

***End Template*