Decision making ground rules

Introduction

This is the document that clearly outlines the decision-making practices for Insect Farming Team, 2019 semester 2. The goal of this document is to provide a clear understanding of what is the process for effective decision making and review.

Before decision making process

1. The objectives and context of the decision need to be outlined.

2. Members contribute to the decision need to be specified

3. The criteria need to be stated clearly.

4. Options need to be given

Decision requirements

All the decision needs to be made as long as half of the team members agreed. For an important technical decision, agreement of client or proved from experts is required.

Decision-making method

1. All the team members need to be involved in the decision-making process and share the opinion with other team members.

2. The decision needs to be made against the listed criteria.

3. It is necessary to involve the client in the decision-making process if the decision cannot be made internally in the team.

4. Expert consultation is required to be involved in the decision-making process for the decision is hard to make in terms of technical aspects.

5. All the discussion in the decision-making process needs to be done in a peaceful way.

Post decision making steps:

1. All decisions need to be recorded and updated.

2.   State clearly the reason to make the decision

3.   Reference the supporting document

4.   Every member of the team has the opportunity to review and reject the result during the project

Please see one example in the repository: Development tool for repository. This file can be found in the decision log folder.