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Decision brief example

**Decision brief topics. Coa decision brief example. Military decision brief example. Course of action decision brief example.
What is a decision brief. Army decision brief powerpoint examples. Us army decision brief example. Decision brief example army.**

Sign up to view full document! SIGN UP DECISION BRIEFING EXAMPLE Decision Briefing Example Unclassified INTRODUCTION Introduction slide is optional but highly recommended. Classification, if needed can be centered at the top & bottom. INTRODUCTION You can combine this slide with the purpose slide. Nice place for a graphic symbol, unit crest, etc. Greeting - name, rank, etc. CPT BILL HAMMER Unclassified DECISION BRIEFING EXAMPLE PURPOSE Decision Briefing Example PURPOSE TO GAIN A DECISION ON THE BEST PERSONAL LASER PRINTER TO PURCHASE Give your audience the purpose of your briefing.
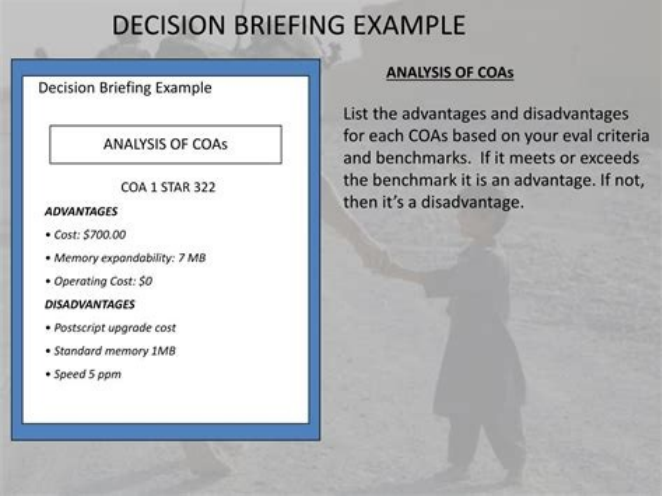
The purpose of the decision brief is to get a concurrence or decision. It will either be to get their decision, if they are the decision authority, or to get their concurrence if you're briefing them to coordinate your recommendation.
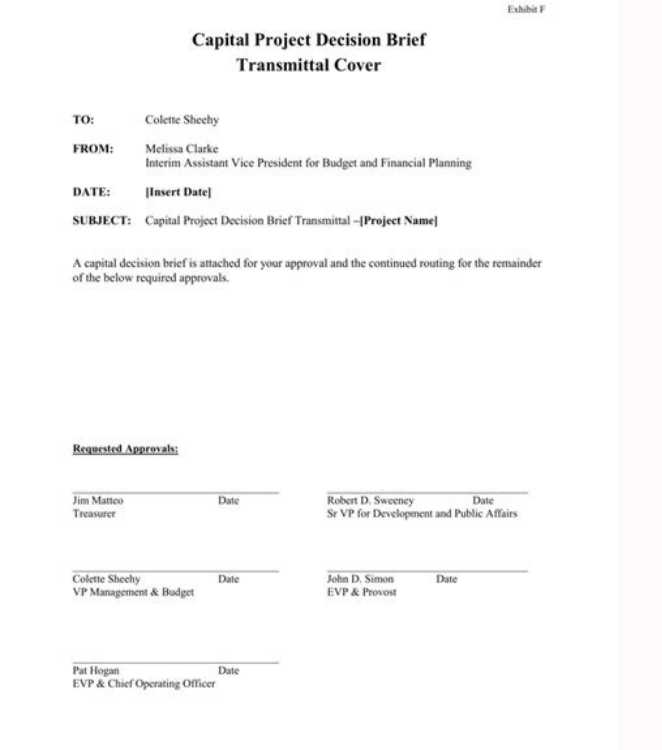

DECISION BRIEFING EXAMPLE Decision Briefing Example PROBLEM STATEMENT Stated in the infinitive. PROBLEM STATEMENT TO DETERMINE THE BEST PERSONAL LASER PRINTER THAT MEETS MY NEEDS, CONSTRAINTS, AND PREFERENCE Short concise and to the point If you are briefing this you might just say "Sir, Here is the problem statement. " Let Him read it. When He's finished, He'll look up or give you some signal to continue. DECISION BRIEFING EXAMPLE RECOMMENDATION Decision Briefing Example Here's the Bluff, Don't just say COA #. Spell out your recommendation. It's what you want to happen. RECOMMENDATION PURCHASE THE TEXAS INSTRUMENTS MICROWRITER, MODEL PS 23, (COA 3) You've taken a stand. Now the rest of your briefing must be convincing. DECISION BRIEFING EXAMPLE PRIOR COORDINATION Decision Briefing Example PRIOR COORDINATION LTC SMITH - Concur MAJ PETERSON - Concur MR WELLINGTON - Concur Identify all the personnel you coordinated with for this briefing. This is also a good time to introduce your staff if they are with you Mention whether or not those you coordinated with approved or disapproved your recommendation DECISION BRIEFING EXAMPLE Decision Briefing Example OUTLINE • BACKGROUND INFORMATION OUTLINE Now give him the roadmap. Tell him what you're going to brief him on.
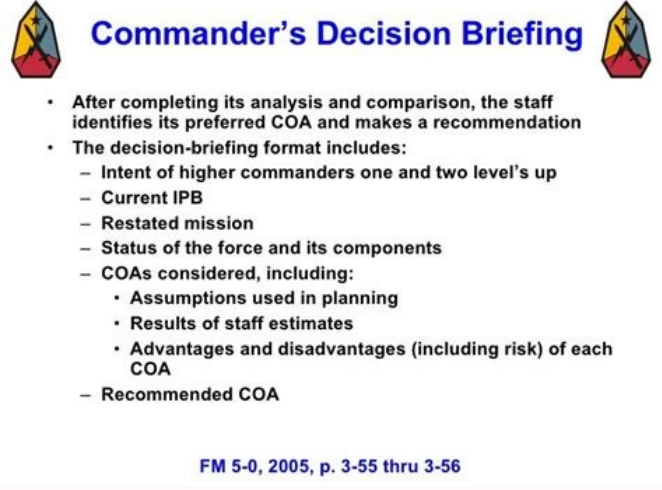

• FACTS ON THE PROBLEM • DISCUSSION: COURSES OF ACTION SCREENING CRITERIA SURVIVING COAs EVALUATION CRITERIA ANALYSIS OF COAs COMPARISON OF COA • CONCLUSION • RESTATED RECOMMENDATION • DECISION "Sir, Here is the outline I'll follow for the remainder of my briefing. DECISION BRIEFING EXAMPLE BACKGROUND Decision Briefing Example BACKGROUND • Present printer outdated does not meet current needs. • Technological improvements. • Prices reduced since last purchase. This slide provides a lead into the rest of your briefing. Briefly state why the problem exists. DECISION BRIEFING EXAMPLE FACTS Decision Briefing Example FACTS BEARING ON THE PROBLEM • CURRENT COMPUTER IS AN IBM • LASER PRINTERS IMPROVED CAPABILITIES/ REDUCED COST. • GRAPHICS AND FONT CAPABILITIES IS IMPORTANT • SOFTWARE CURRENTLY REQUIRES NOT MORE THAN 1 MB PRINTER RAM • ETC. List all facts that bear on the problem. Facts are items of information that can be verified. Include known constraints. (The conditions we can not change). Facts can limit the scope of solutions considered. Don't list every conceivable fact-- just those needed. The facts listed here are only a sample. Additional facts, as required would be listed on continuation slides. DECISION BRIEFING EXAMPLE ASSUMPTIONS Decision Briefing Example ASSUMPTIONS Assumptions are conditions or information that we think are true but can't verify. Only use assumptions crucial to the process. Use when a fact is not available. • FUTURE SOFTWARE PURCHASE MAY REQUIRE 4 MB RAM. • FASTER PRINTER SPEED WILL IMPROVE PRODUCTIVITY • OPERATING COST WON'T CHANGE A LOT. • ETC. Don't try to assume away the problem. Don't confuse facts and assumptions DECISION BRIEFING EXAMPLE Decision Briefing Example COURSES OF ACTION COA 1 (STAR 322) COURSES OF ACTION List your COAs. Each COA should be numbered and named. COAs are nothing more than alternatives that might solve the problem. COA 2 (EPSON 32) Ensure you have enough COAs so you have at least 3 -4 remaining after screening. COA 3 (TI MICROWRITER PS 23) Don't list unfeasible COAs COA 4 (APPLE 20) COA 5 (RANGER 2) COA 6 (CAV 123) DECISION BRIEFING EXAMPLE SCREENING CRITERIA Decision Briefing Example SCREENING CRITERIA • MUST HAVE 1 MB RAM • MUST BE IBM COMPATIBLE • MUST HAVE LOCAL SALES AND SERVICES • ETC These are "must have" minimum standards that all COAs must pass to resolve the problem. Either a"Go or NO GO" - a Must/Must not have Screening criteria must tie back to your facts or assumptions DECISION BRIEFING EXAMPLE SURVIVING COAs List all COA's marking through those that were screened out. When you brief this slide, be sure you state why each COA was screened out. • COA 1 STAR 322 • COA 2 EPSON 23 • COA 3 TI MICROWRITER • COA 4 APPLE 20 • COA 5 RANGER 2 • COA 6 CAV 123 Example: My COA 4 (Apple 20) was screened out because it was not IBM compatible. DECISION BRIEFING EXAMPLE EVALUATION CRITERIA Decision Briefing Example EVALUATION CRITERIA EXAMPLE: • Short Title: Cost • Definition: THE TOTAL COST REQUIRED TO PURCHASE THE PRINTER. • Unit of Measure: MEASURED IN DOLLARS. • Benchmark: IS $800. 00 • Formula: LESS IS BETTER.
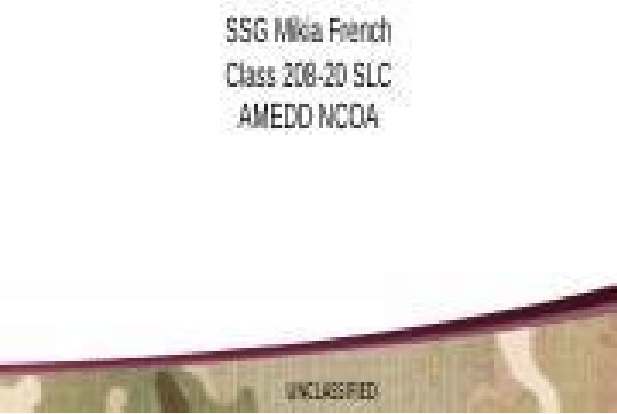
LESS THAN $800. 00 IS AN ADVANTAGE, GREATER THAN $800. 00 IS A DISADVANTAGE. WEIGHT: 5. 20 Evaluation criteria are used to rank order COAs against the desired end state. Always include the "Five Elements" or parts for each of your Evaluation Criteria: Name, Definition, Unit of Measure, Benchmark(Threshold), and Preferred Direction (Formula) Criteria that are were used as screening criteria may also be used as evaluation criteria. WHAT MAKES GOOD CRITERIA • Based on Commander's Guidance • Measurable standard – Preference is for objective numerical count – Compare COA to standard – not COAs against each other – Established SOP or doctrine based • Evaluates quality of COA – i. e. number of ground rods is easy to measure, but does not help determine best COA – Cost, time, speed, distance, span of control, flexibility, etc. • Benchmark must be based in – – Reasoning – leader applies personal experience Historical Data – based on what has been known to happen Current Allocation – existing conditions Averaging – mathematical average of remaining COAs - least preferred method DECISION BRIEFING EXAMPLE Decision Briefing Example ANALYSIS OF COAs COA 1 STAR 322 ADVANTAGES • Cost: $700. 00 • Memory expandability: 7 MB • Operating Cost: $0 DISADVANTAGES • Postscript upgrade cost • Standard memory 1 MB • Speed 5 ppm ANALYSIS OF COAs List the advantages and disadvantages for each COAs based on your eval criteria and benchmarks.
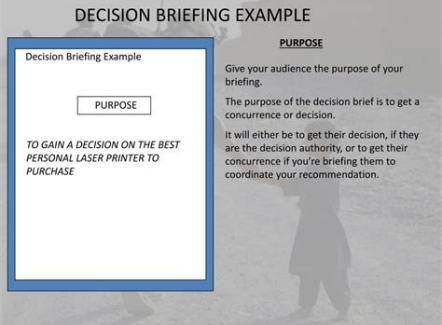
If it meets or exceeds the benchmark it is an advantage. If not, then it's a disadvantage. DECISION BRIEFING EXAMPLE ANALYSIS OF COAs (CONT) Decision Briefing Example ANALYSIS OF COAs COA 2 EPSON 32 COA 3 TI MICROWRITER PS 23 ADVANTAGES • Cost: $650. 00 • Postscript Upgrade $0. 01 • Memory expandability: 5 MB • Memory expandability: 4 MB • Operating Cost: $0 • Standard memory 2 MB DISADVANTAGES • Postscript upgrade cost $430. 00 • Cost $ 968. 00 • Standard memory 1 MB • Speed 5 ppm DECISION BRIEFING EXAMPLE COMPARISON OF COAs Decision Briefing Example COMPARISON OF COAs EVALUATION CRITERIA COST (<$800. 00) WT: 5: 20 POST-SCRIPT UPGRADE (<$300. 00) COA 2, EPSON ($658. 00) > COA 1, STAR ($700. 00) > COA 3, TI PS 23 ($958. 00) COA 3 TI PS 23 ($0. 01) > COA 2 EPSON ($430. 00) > COA 1 STAR ($460.) WT: 3: 20 STD MEMORY (>2 mbs) WT: 2. 75 COA 3 > TI PS 23 (2 MB) = COA 2 EPSON (2 MB)> COA 1 STAR (1 MB) Comparison of COAs is also simple once you've completed your decision matrix. Here's one technique you can use to brief it. > Means "Better Than" = Means "The Same As" Just like analysis, don't brief using your decision matrix. However, do have it available as backup in case you're asked to show it. Note: Include the "weights" for each criteria right of the slide. It prevents having to refer back to the DECMAT. Note: Also Include the raw data in the briefing slide so my audience doesn't have to try to remember the details. It's a technique. DO A COMPARISON FOR ALL EVALUATION CRITERIA. DECISION BRIEFING EXAMPLE DECMAT RULES Decision-Maker may ask to see your Decision Matrix. At the point of your Comparison of Courses of Action you should be using a "Weighted" DECMAT. DECISION MATRIX COST WEIGHT SPEED PER PAGE MEM EXP TOTAL 3 2 1 STAR LS-5 EX 2 (6) 3 (6) 1(1) 13 EPSON 1500 1 (3) 1(2) 3(3) 8 3 (9) 2 (4) 2(2) 15 TI PS 23 Identify your matrices throughout the briefing as either Raw Data, Relative Values or Weighted. Always label COAs and Criteria by short title Label matrix as More or Less is better Don't include matrix in the body of your brief NOTES: OPTIMAL STRATEGY IS COA 3 WEIGHTED DECISION MATRIX MORE IS BETTER RAW DATA Have consistency ratio and sensitivity analysis data readily available DECISION BRIEFING EXAMPLE CONCLUSION Decision Briefing Example You must have a conclusion slide. Summarize analysis. CONCLUSION COA 3 THE TI PS 23 IS CLEARLY THE BEST PERSONAL LASER FOR ME TO PURCHASE. ALTHOUGH It's MORE EXPENSIVE INITIALLY, IT COMPARES VERY FAVORABLY IN STANDARD MEMORY, AND EXTREMELY FAVORABLY IN It's LOW POSTSCRIPT UPGRADE COST. State the clinching argument. The conclusion must answer: • Which COA is best to • Answer the problem of.
Decision Matrix must support conclusions. Ask for Questions Now Sir, Do you have any questions ? ?

? ? DECISION BRIEFING EXAMPLE Decision Briefing Example RECOMMENDATION After Questions: RECOMMENDATION PURCHASE THE TEXAS INSTRUMENTS MICROWRITER MODEL PS 23, (COA 3) Restate Recommendation as a complete sentence. Ask for his decision forcefully. Ask him to sign the implementing memo. Thank him. Salute. Leave AIRBORNE!! Understand your problem, find solutions, analyze solutions, be able to communicate why you are recommending the solution. Summary • • Problem defined APSM Components Practical Application Decision Brief Conclusion "Poor execution can render the most brilliant concept null and void, but the most magnificent execution can rarely offset the deadweight of a flawed concept. " GEN W. E. Depuy, USA, Retired