

Subject: **Problem Solving and Decision Making**

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1.

Inquire of those possessing advisory acumen whether they are adept at resolving intricate quandaries on behalf of their clients, and the response is likely to be affirmative. The notion that they exclusively tackle rudimentary predicaments would hardly seem credible, don't you agree? Hence, the outcome is a formal presentation.

All of them claim to resolve intricate predicaments. However, once we delved into the matter, we questioned whether these predicaments they purportedly resolve were genuinely intricate, or merely convoluted. Precision is pivotal, as the intricacy of a predicament can alter one's approach significantly. Consequently, a formal tone. R. Barnes (2021)

2. Identify the problem

In order to address a problem effectively, one must initially identify its nature. It is possible to erroneously assume an accurate understanding, hence thorough investigation is required. It is not uncommon to focus solely on the surface-level indicators, rather than underlying causes. An objective method is necessary in determining the root issue. Examples of inquiries to consider include:

- ◆ What did I (or others) observe?
- ◆ What was I (or someone else) doing when the problem occurred?
- ◆ Is this a problem or a symptom of a deeper underlying problem?
- ◆ What information do I need?
- ◆ What do we already have to try to solve this problem?

(BcCampus, n.d.)

Search for alternatives

It appears clear that a course of action is necessary to rectify this situation. While this may be applicable in certain cases, it is crucial to explore various options before proceeding. This is where the imaginative component of problem-solving becomes vital. Collaborating with a team to brainstorm workable alternatives can prove beneficial. It is advisable to reflect on as many possibilities as feasible and document these ideas, even if they may seem unconventional at first

glance. Furthermore, a formal tone should be adopted when providing the outcome.

Investing additional time in exploring alternatives and assessing their impacts can yield substantial gains. In conclusion, a formal approach to decision-making can be highly beneficial. (BcCampus, n.d.)

Weigh the alternatives

After generating multiple ideas, it is essential to assess their effectiveness in resolving the issue. In this assessment, the following factors must be taken into account:

- Impact on the organization
 - Impact on public relations
 - Impact on employees and organizational climate
 - Cost
 - Legality
 - Ethics of actions
 - Whether this course is permitted under collective agreement
 - Whether this idea can be used to build on another idea
- (BcCampus, n.d.)

Make a choice

Certain creatures and collectives refrain from making choices. However, the act of not deciding is, in itself, a decision. Slowing the decision-making process can eliminate potential options and alternatives, resulting in a loss of control over the situation. In many instances, problems may

exacerbate if they are not promptly addressed. As a consequence, conducting further efforts to rectify the issue may be necessary. Overall, it is vital to recognize the significance of timely decision-making to prevent undesired outcomes. (BcCampus, n.d.)

Implement the decision

Upon arriving at a decision, it becomes imperative to assign tasks accordingly. In cases where the decision is of great significance, detailed planning is necessary to ensure a comprehensive understanding among all parties involved in the process of transformation. Ensuring a temporary halt during the necessary changes may also be required. Proper communication with customers regarding the closure is essential. In formal tone, the outcome could be stated as follows: Therefore, effective execution of the decision made will depend on an organized approach towards planning and execution to guarantee a successful transition. (BcCampus, n.d.)

3. Improve your reputation and image

In the event that a company is acting as a representative for suppliers, it is frequently imperative to possess a Quality Management System (QMS) established on ISO9001 in order to be deemed fit. This is particularly the case when competing for governmental projects in various nations. Obtaining ISO9001 accreditation can serve as a potent

marketing method. As a result, a formal tone of voice is recommended. (Situational Leadership, n.d.)

Improve decision making

By prioritizing witness-based decision making over intuition, one can channel resources more purposefully towards areas that have the potential to optimize efficiency, minimize costs and avoid prolonged trial and error in the search for solutions. This yielding of results can be viewed as a formal approach towards achieving objectives. (Situational Leadership, n.d.)

Create a culture of continuous improvement

Through the implementation of a culture that values ongoing enhancement, you can elevate your processes and overall organizational prosperity. By utilizing systematic measures in response to issues, you can minimize their impact and hasten recovery, resulting in enhanced efficiency and cost savings. (Situational Leadership, n.d.)

Increase employee engagement

Employees who actively participate in refining the processes they are associated with exhibit greater satisfaction and stability in their work. In addition, such engaged employees demonstrate heightened productivity, enabling the organization to enhance and recover better, given their comprehension of how the process excellence hinges on

their efforts. The outcome is more formal in tone, outlining the significance of engaged employees' effects on overall process quality and the company's growth potential. (Situational Leadership, n.d.)

4. Pro/con technique

Key Use: Making Decisions Related to Comparing Two Options

Pairwise comparative analysis can employ the utilization of advantages and disadvantages techniques, which involves evaluating the merits and demerits of a decision. This approach has been in existence for a considerable period. Additional comparable methodologies that one could use include plus/minus/interesting (PMI) techniques and force field analysis. These results are presented in a formal tone. (ChangeBoard, 2019)

Multi-voting

Key use: making fair and balanced group decisions

To prioritize decisions in a group setting, employ the technique of multi-voting to eliminate less significant options. Further refine your decision-making process by utilizing more precise methods on a condensed selection of options. The results are tallied to determine the group's priorities. (ChangeBoard, 2019)

Linear programming (LP)

Key use: Make the most of limited resources

Linear programming employs mathematical techniques to represent demand in the form of a linear equation. Its applicability is demonstrated in resolving complex operational research issues. The outcome is a formal solution to the problem at hand. (ChangeBoard, 2019)

Decision making trees

Critical Use: Evaluating Multiple Outcomes Before Making Difficult Decisions

In situations requiring business decisions, the potential results are often uncertain. Decision trees can prove useful in visually outlining the stages involved in proposing a solution, particularly when the outcomes are ambiguous. Formal findings suggest that decision trees can help mitigate the uncertainties associated with complex business decisions. (ChangeBoard, 2019)

5. Objectives

The first phase of the implementation process entails delineating the objectives of your project. By precisely identifying the project goals, you and your team can gauge advancement and efficiency as you move forward. As a result, optimum results can be achieved. The tone of voice for the result in this case would be formal. (Team Asana, 2021)

Scope statement

During the second step of your research process, it is essential to establish the scope of the project. This involves crafting a project scope statement that delineates the borders you have set for the project, as well as broadly defines the objectives, timelines, and anticipated project outcomes you aim to accomplish. Drawing up a clear implementation plan of your project scope is crucial in preventing scope creep as you move forward within the project. (Team Asana, 2021)

Outline of deliverables

The deliverables of a project refer to its concrete objectives. Defining these deliverables can prove to be a valuable asset in managing schedules, distributing responsibilities, and allocating resources. Thus, it is essential to establish clear and distinct deliverables for a successful outcome. (Team Asana, 2021)

Task due date

It is imperative to establish explicit deadlines throughout the implementation plan, despite the possibility of modifications to the project timeline. By predicting task due dates, you may establish milestones and strategically schedule project completion in accordance with said due dates. As a result, employing Gantt charts can lead to a more formal and organized project execution. (Team Asana, 2021)

Risk assessment

The third stage of the implementation process mandates a risk assessment. The identification of risks may involve a risk register, SWOT analysis or contingency plan. It is imperative to integrate these documents into the plan to enable other members of the project to peruse your discoveries and possibly avert risks. As a result, your approach to risk management will be formalized. (Team Asana, 2021)

Team member roles and responsibilities

Although your project's implementation plan may vary, the six items listed above can serve as a comprehensive guide. Project implementation and strategic planning coincide with each other. Therefore, as a project manager, developing an implementation plan alongside the strategic plan helps reduce the time spent in planning.

To save time during the planning process, it is advisable to store all your plans in a work management platform. When the project team is ready to implement, they can conveniently access everything from one location.

Formal Result: In conclusion, it is crucial to document roles and responsibilities in detail in your plan for accountability. Using the six items listed above as a guide can ensure a comprehensive plan. Furthermore, developing an implementation plan alongside the strategic plan can minimize the time spent planning. Lastly, storing all plans in a

work management platform can significantly improve efficiency during the implementation process. (Team Asana, 2021)

6. A stakeholder communication plan is a devised tactic by an entity to enhance engagement with its stakeholders and gather their input regarding significant matters on the corporation's list. As a comprehensive explanation, it outlines the targeted communication recipients, the subjects essential to be conveyed, the channel of distribution, and frequency. The primary aims of the stakeholder communication plan are as follows:

Help the organization achieve its goals and achieve its long-term goals

Maintain or improve relationships with those who can influence the organization's success, also known as key stakeholders or target audiences

Improve the effectiveness of company operations
(Indeed 2021)

7. As an Action Plan for a solution to a problem is being implemented it is important to monitor its progress. Once the plan has been implemented, you need to evaluate the success of the solution.

Monitoring the plan should not be confused with evaluating the solution. Monitoring the plan helps to ensure that the solution is being implemented as expected. Evaluating the solution occurs after the plan has been implemented and provides an indication of whether the solution has rectified the problem. dlsweb.rmit.edu.au. (n.d.)

Monitoring the plan

To monitor the plan, the following questions should be asked:

Was each step performed correctly?

Are you performing each step on time?

Have the expected results been achieved after completing each step?

Establish on the answers to the above questions, the following questions may need to be considered.

Need more time?

Need more tasks?

Need more resources?

Is the plan realistic?

What action needs to be taken?

Does the plan need to change? dlsweb.rmit.edu.au. (n.d.)

Evaluating the solution

After implementing the solution, it is important to assess its performance and determine its level of success. This evaluation provides an opportunity to make any necessary modifications or adjustments. Even if the solution is not

successful, the evaluation process offers valuable insights and lessons learned that can be applied to similar problems in the future. To properly evaluate the solution, it is necessary to consider several critical questions:

Where were we before the solution?

Where are we now? Where are we going?

By answering these questions, you can determine if you:
achieved the desired state

went from the problem state

returned from the problem state

remained in the problem state

Solutions can be short-term or long-term to achieve their results. Therefore, the evaluation of the solution needs to be done at an appropriate time relative to the expected outcome. dlsweb.rmit.edu.au. (n.d.)

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