

Values-Based Decision Making S.O.A.R. Worksheet

The Values-Based Decision Making S.O.A.R. Model consists of 4 steps aimed at identifying issues and problems and following a process to generate and evaluate options, make decisions and action plans, and reviewing progress and lessons learned. Follow the steps below in conjunction with the Action Planning Worksheet to conduct meaningful conversation with regard to opportunities and challenges within your chapter. Record notes on your discussion of each step. Use additional resources to record notes if necessary.

Step #1: Analyze and Define the Situation/Problems

Seek to find the root issue or problem that needs addressed

1. Identify the issue.
2. What is the deeper issue/root cause?
3. How widespread is it?
4. Why has this issue/problem occurred?

Step #2: Generate Potential Options.

Identify 2 or more options on how to address the issue or problem.

1. What have we done in the past if we have experienced this before?
2. What can we do to rectify the issue/problem?

Step #2 - Part 2: Evaluate Options Against Criteria.

Use Sigma Chi's virtues/guiding principles (TGAs) and Team Quaestor's guiding principles/ethical standards to evaluate the potential options

1. How do our options measure against the virtues and aims of Sigma Chi?
2. How do our options measure against the 5 guiding principles in the Quaestor Manual? (Page 4)
3. How do our options measure against the ethical standards in the Quaestor Manual? (Pages 6-8)

Step #3: Make the Decision.

Determine the best possible solution.

1. What is the right decision based on our evaluation of options/consequences against our principles?

Step #3 - Part 2: Plan Action Step and Accountabilities.

Use the Action Plan Worksheet to outline the action steps.

A template can be downloaded from Sigma Chi U by clicking the Me tab, then Workspaces, then Strategy Workspace.

Step #4: Reflect/Review

Evaluate the progress, success and lessons learned from implementing your action plan.

1. Did the action plan work in resolving the issue or problem?
2. What did you learn using the Values-Based Decision Making Model and implementing the action plan?
3. Is further action needed or does the process, or parts of the process, need repeated?