

# DECISION FOCUS®

# DECISION FOCUS 7.0

## Decide Smart

Decision Focus 7.0 is the desktop companion for the Decision Focus® tools suite. It helps you improve the way you analyze issues, make important decisions, plan ahead, and collaborate with colleagues. It guides you through each Decision Focus process and provides multiple ways to communicate information, analysis and conclusions.

Decision Focus 7.0 helps you consistently make the best decisions - with features that give you more speed, more control and more power. It's especially useful for teams – to align your thinking and make well-informed decisions with sound reasoning that's visible and transparent.

### New Features in version 7.0

#### Hyperlinks and Attachments

Link documents, folders, web content or any other file to any worksheet cell you desire.

#### One-Step Bundling

A worksheet file containing multiple attachments can easily be shared with other users through the "bundle and share" feature.

#### New Decision Analysis Graphics

Display important decision criteria in a variety of graphical formats. Understand the relationship of decision objectives, criteria weights, and other important decision factors.

#### Enhanced Decision Risk Analysis

Think beyond the decision to ensure objectives are met, risks are considered and mitigation plans are addressed prior to making an important decision.

#### One-Click Management Summaries

Create a completely formatted text summary (MS Word) of your Decision Focus analysis – instantly. Use this feature to create status reports, updates or management reports.

#### Expanded Action Manager

This tool has been expanded to allow for better creation, tracking and control of Decision Focus action plans.

### The Decision Focus Processes:

**Situation Analysis** is used to clarify and resolve broad, multiple cause problems. When the nature of an issue is complex, opinions vary and the solutions are unclear, use the proven situation analysis approach. This tool provides structure to bring clarity, alignment, and focus on the right actions needed for success.

**Decision Analysis** is used for making a choice when there is more than one viable option. When the objective is clear but the choice is not, or the risk of making the wrong decision is high, Decision Analysis helps you optimize benefits and trade-offs to reach a sound judgment.

**Problem Analysis** is used to find the source of a specific problem. When an unexplained failure happens and the cause(s) must be found, Problem Analysis is the preferred problem solving method.

**Risk Mitigation Analysis** is used to control risk. When a decision, plan, or planned change must be implemented on time and on target, this problem prevention approach makes it happen. This tool leverages the knowledge and experience of your team to lower risk and remove roadblocks to success.

The screenshot displays the Decision Focus 7.0 software interface. At the top, there is a menu bar (File, Edit, Special, Window, Help) and a toolbar with various icons. The main window is titled 'DA - Untitled #1'. Below the title bar, there are several sections for data entry:

- 1. DECISION STATEMENT:** Includes fields for Date, Owner, Cost, Decision Verb, Modifiers, and Object.
- 2. ESTABLISH CRITERIA:** A table with columns labeled MUSTS, INFO, Go/No, and sub-columns A, B, C, D. Rows 1-5 are visible.
- 3. COMPARE ALTERNATIVES (Musts):** A table with columns labeled WANTS, WT, INFO, PI, and sub-columns B, C, D, E. Rows 1-9 are visible.
- 4. ASSESS RISKS:** A table with columns labeled Assess Risk and rows 1-4.
- 5. BEST CHOICE:** A dropdown menu and a 'Best Choice Risk Mitigation' button.

At the bottom, there are 'Criteria Graphics' and 'Sort' options, and a 'TOTAL' column for each of the sub-columns A, B, C, D, E.

### What is Decision Focus®?

Decision Focus is a proven process for decision making that's based on over 25 years of workplace results. It's a set of tools used to resolve issues and problems, make business decisions, implement plans and control risk. It helps people and teams apply rational thinking and sound reasoning to the challenges they face.

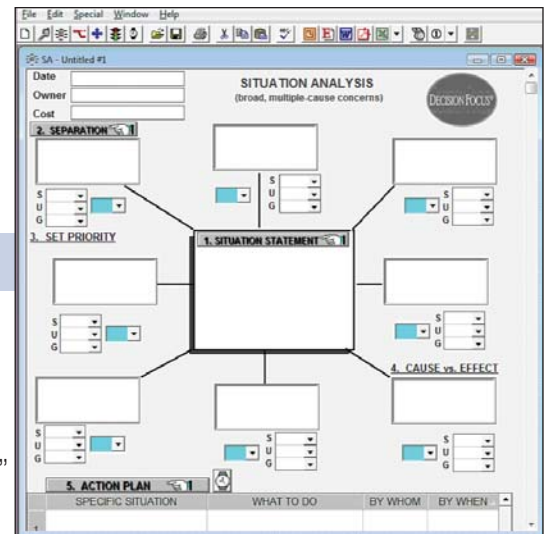
DECISION FOCUS®  
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Features that help you apply Decision Focus more effectively:

- Step-by-step navigation through each Decision Focus process.
- “Deeper dive” help available for each process step – to help manage complex decision situations.
- One Minute Lessons – tutorials that help you get up to speed quickly on the Decision Focus processes and learn keys to successful application to your decisions.
- Tool Chooser – to help you determine the best Decision Focus tool(s) for your decision situation.
- File linking – attach documents, images, files, links, or any other content you choose to any Decision Focus worksheet cell.
- Decision graphics – decision criteria are the engine of a sound decision analysis. Understand weights, relationships and trade-offs better by analyzing them in multiple graphical formats.
- Action Manager – track and control actions resulting from a Decision Focus analysis with this feature.

Features that help you collaborate and communicate more effectively:

- Communicate your results in multiple formats, including Decision Focus files, as well as Microsoft Word, PowerPoint, Excel or Adobe Acrobat.
- Presentation Builder – generate professional looking, multi-slide PowerPoint presentation summaries of your work with the “one-click” PowerPoint export feature.
- Management Reports – generate a summary of your Decision Focus analysis and conclusions. The “one-click” Executive Report export feature instantly creates a formatted report in Microsoft Word – perfect for management updates, status reports, or executive summaries.
- Share your Decision Focus worksheet (and all attached files and links) easily with the Bundle and Share feature.
- Collect high quality input from colleagues using the Decision Focus collaboration templates. These provide the structure and format to obtain the specific information needed from others for each step of a Decision Focus process.
- Easily share Decision Focus 7.0 files with Decision Focus 6.0 users with the special ‘Convert to 6.0’ feature.



TECHNICAL INFORMATION

- Supported Operating Systems – Decision Focus 7.0 requires Windows XP (SP2 or later) or Vista operating systems.
- System Requirements – PC with Pentium or better processor (700 MHz or higher), 512 MB Ram or greater, 50 MB of disk space, SVGA (1024 x 768 / 16 bit color or greater).
- Additional Requirements To Use Certain Features – Microsoft Office Professional (2003 or higher), Adobe Acrobat Reader (6 or greater), Microsoft Internet Explorer (6.0 or greater), Internet connection.