

GETTING STARTED

Getting started with Decision Focus 7.0 is fast and easy. This QuickStart and Reference Guide will show you how the many features and capabilities of Decision Focus will help you solve more problems faster, and make winning decisions.

Decision Focus 7.0 helps you:

- Quickly diagnose and size up situations and determine the best analysis method.
- Analyze each problem or decision scenario and make solid judgments using the proven Decision Focus processes.
- Communicate results effectively using the Decision Focus visual displays, or exporting to Microsoft® Word, Excel, PowerPoint or Adobe Acrobat.



NEW FEATURES IN 7.0:

Hyperlinks and Attachments

You can now link documents, folders, web content or any other file to any Decision Focus worksheet cell.

One-Step Bundling

A Decision Focus worksheet file containing multiple links and attachments can easily be shared with other users.

Decision Analysis Graphics

Display important decision criteria in a variety of graphical formats.

Enhanced Decision Risk Analysis

To make sure decision objectives are met, risks are considered and mitigation plans addressed prior to making an important decision.

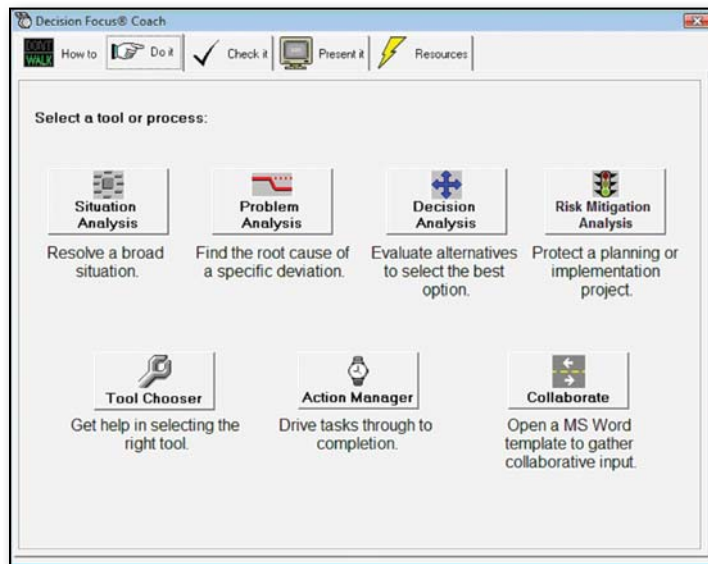
Executive Summaries

Create fully formatted executive summaries of your Decision Focus analysis - instantly.

For complete descriptions and instructions, consult the Decision Focus 7.0 Users Guide.

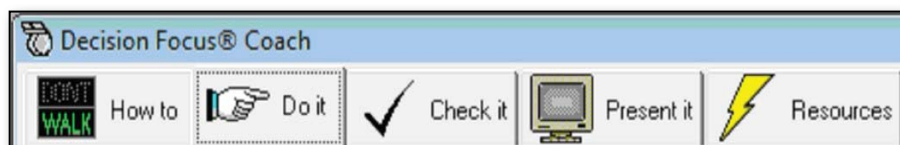
HOW TO START DECISION FOCUS® SOFTWARE

When you run the Decision Focus Setup program, Setup automatically creates a new program group for Decision Focus. You are then ready to start Decision Focus. You can click on the shortcut icon that is now on your desktop or click on Start, Programs, Decision Focus, Decision Focus 7.0. The window below appears:



NOTE THE 5 'ACTION' TABS

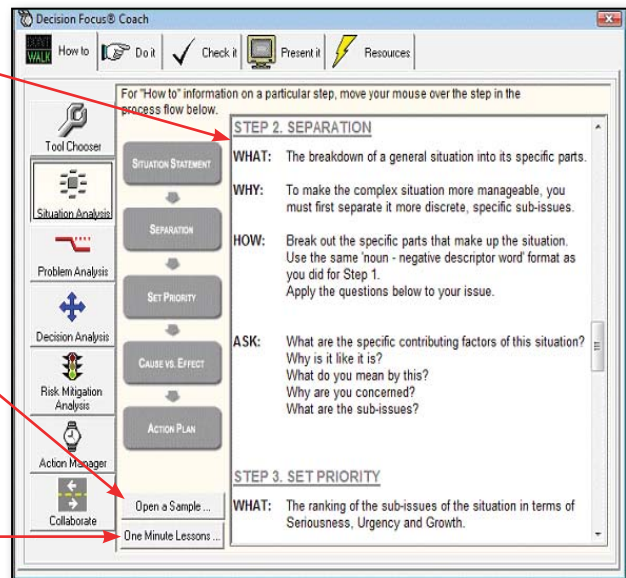
There are 5 tabs across the screen above to access the main features:



'HOW TO' TAB

Use this tab to learn the tools for the first time, review previously learned skills or provide a concepts overview for those in decision-making meetings. There are three 'How to' features:

- Text that describes how to complete each tool and each step.
- 'Open a Sample' – a collection of real-world completed worksheets so you can see how others have used the tools.
- 'One Minute Lessons' – a series of animated slides with examples to walk you through each step.



'DO IT' TAB

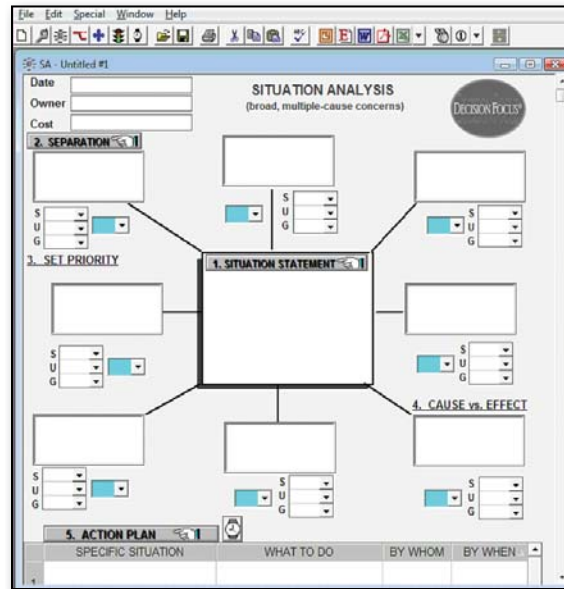
Use this tab to access the tools and the step-by-step coaching screens:

- Situation Analysis
- Problem Analysis
- Decision Analysis
- Risk Mitigation Analysis (Problem Prevention)
- Tool Chooser
- Action Manager
- Collaborate

SITUATION ANALYSIS

This tool is used to solve broad, complex situations that have many related causes and effects. Click on the button labeled:

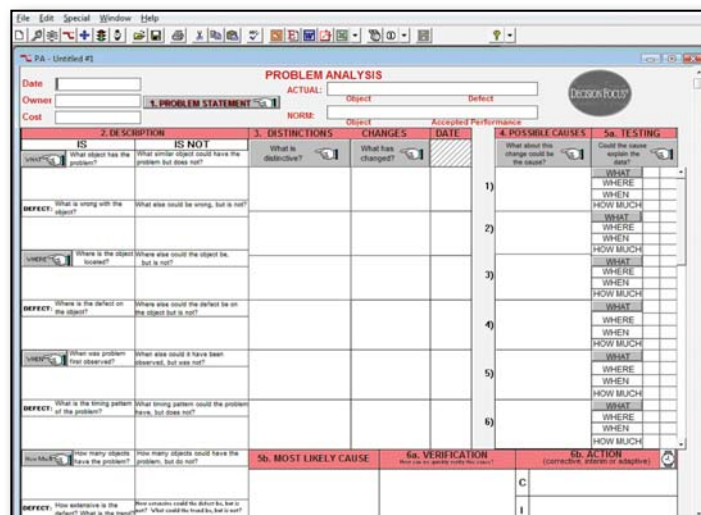
1. **SITUATION STATEMENT** to start the first step.



PROBLEM ANALYSIS

This tool is used to solve sudden, deviation-type problems. It will help you find the root cause of the problem. Click on the button labeled:

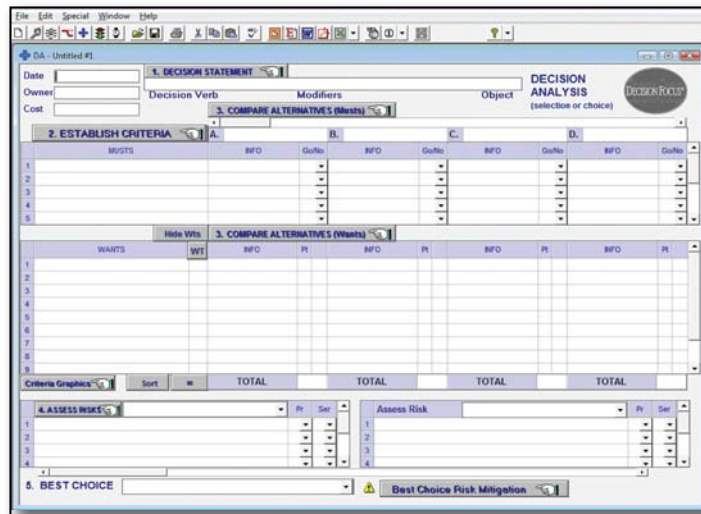
1. **PROBLEM STATEMENT** to start the first step.



DECISION ANALYSIS

Use this tool to select the best choice between alternatives and options. The process will analyze criteria and assess the critical risks in your decision. Click on the button labeled:

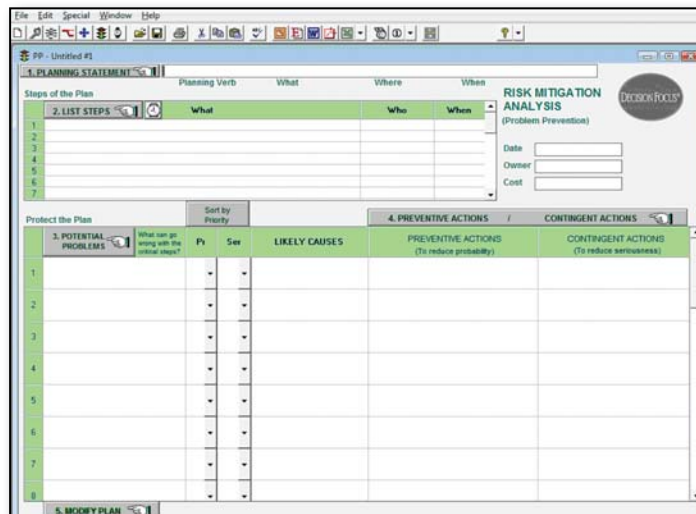
1. **DECISION STATEMENT** to start the first step.



RISK MITIGATION ANALYSIS (PROBLEM PREVENTION)

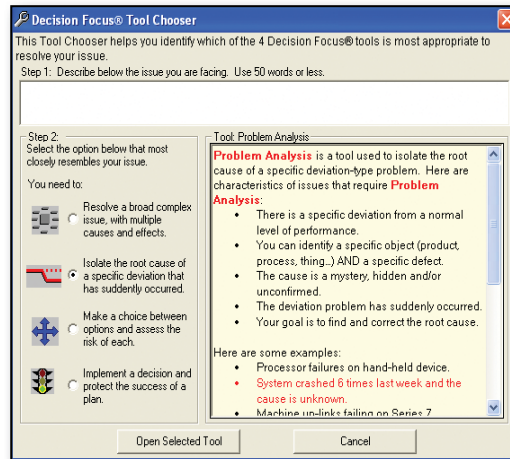
Use this tool to implement a decision or critical plan. It will provide a method to forecast and prevent obstacles that threaten success of the plan. Click on the button labeled:

1. **PLANNING STATEMENT** to start the first step.



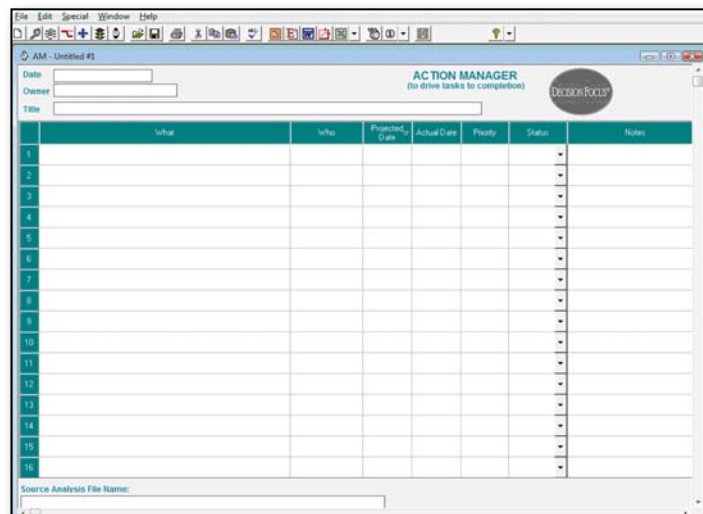
TOOL CHOOSER

This is a quick process to assess the critical issue you are facing and choose the appropriate tool to use. If you are clear on which Decision Focus® tool to use, go directly to that tool. If you are unsure which tool to use, select the **TOOL CHOOSER**.



ACTION MANAGER

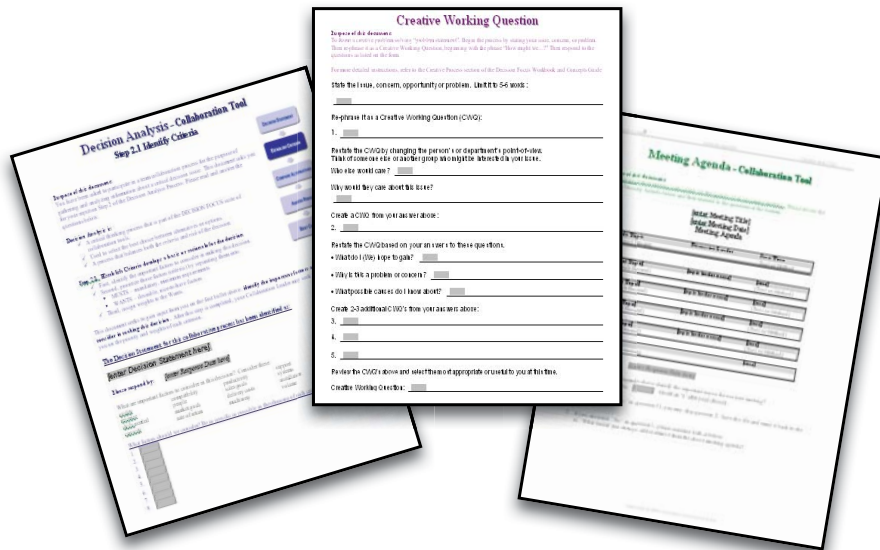
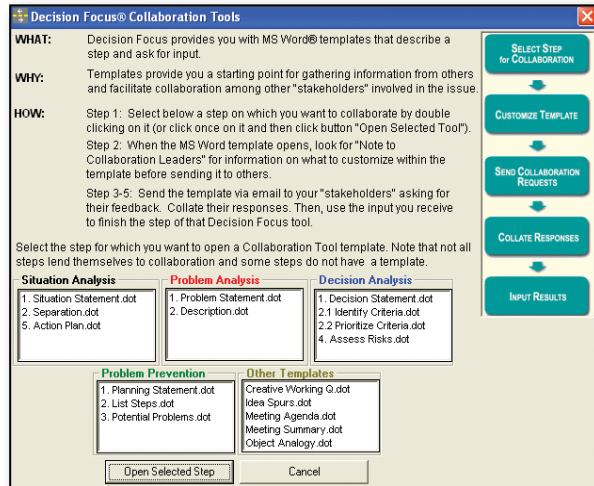
The **ACTION MANAGER** is a tool to track each step of your Decision Focus projects, in terms of dates and accountability (who). You'll transfer action steps from Situation Analysis, Problem Analysis, Decision Analysis or Risk Mitigation Analysis to the Action Manager via the File menu for each tool. It will help you communicate progress, identify when to elevate action items to others for completion and keep track of what is happening for each project. The Action Manager can be exported to many different formats such as Microsoft® Word, Excel, PowerPoint and Adobe® Acrobat® Reader.



COLLABORATE

Access the templates to:

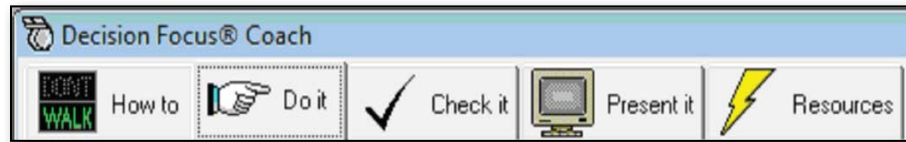
- Gather data from others for input into Situation Analysis, Problem Analysis, Decision Analysis or Risk Mitigation Analysis.
- Use the Creative Process tools:
 - Creative Working Question
 - Idea Spurs
 - Object Analogy
- Manage meetings:
 - Meeting Agenda
 - Meeting Summary



QUICKSTART GUIDE

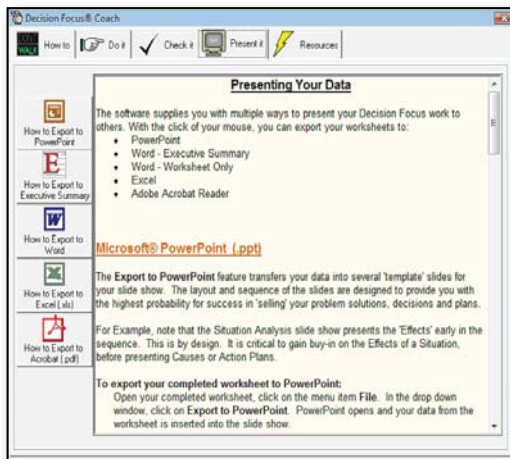
'CHECK IT' TAB

Use this tab to review your completed work, check it for accuracy and quality, and confirm you have avoided common pitfalls.



'PRESENT IT' TAB

Use this tab to export your work to Microsoft® PowerPoint, Word, Excel and Adobe® Acrobat® Reader. You can also use the Export Icons on your tool bar.

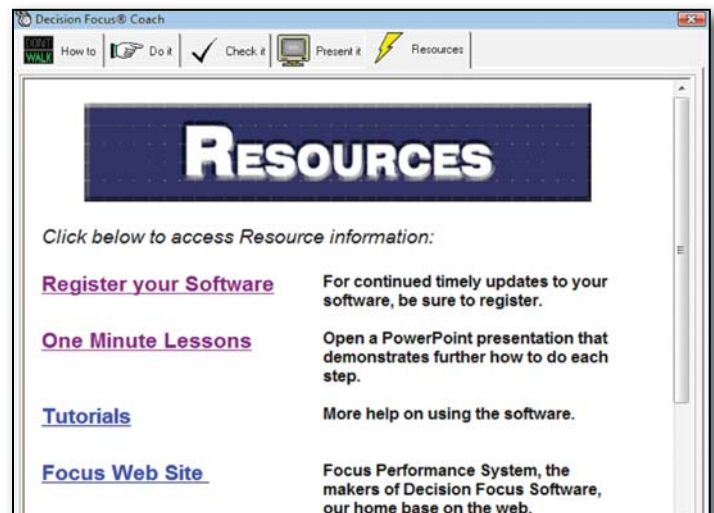


Export to: _____

- PowerPoint
- Word
- Acrobat Reader
- Excel
- Executive Report (Word Format)

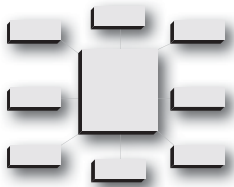
'RESOURCES' TAB

Use this tab to access valuable resources to help you get better results from Decision Focus 7.0 software.



WHEN TO USE

SITUATION ANALYSIS



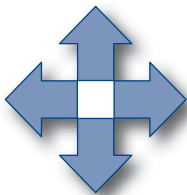
- broad, complex situation or problem
- difference between what is happening and what you want
- multiple causes and effects
- need multiple actions to resolve it
- developed over a period of time; not sudden

PROBLEM ANALYSIS



- a specific problem deviation
- difference between actual performance and accepted performance
- can identify a specific item and its defect
- root cause needs to be identified and verified; cause is uncertain
- usually a sudden occurrence

DECISION ANALYSIS



- need to make a choice
- options are somewhat clear, but the choice is not
- decision risk needs to be managed
- the choice is complex or politically sensitive
- need buy-in or commitment

WHEN TO USE

RISK MITIGATION ANALYSIS



- to forecast threats to implementation plans and assure success
- tight deadline with few options for delay
- plan is complex with integration of many parts
- has a high degree of risk and new activities

ACTION MANAGER



- need to track completion and accountability of action items
- want follow-up on action items on a regular basis
- need actions from Situation Analysis, Problem Analysis, Decision Analysis or Risk Mitigation Analysis transferred into a project tracking format