

Work Teams that WORK - Activity

This activity was designed to teach a team or team leaders the factors that should be considered in selecting the best solution to a problem, as well as helping their understanding that there are processes for deciding among various alternatives.

Distribute a copy of the *Problem Solution Work Sheet* to each person. Tell the team to write a brief description of each solution in the left column of the work sheet. Post the totals for each solution on a flip chart. Lead a discussion on each of the solutions by focusing on the relative importance of the factors.

Move the discussion toward a consensus on one solution. Suggest that the next step will be the development of an action plan for implementing the solution.

RATING SCALES

	BENEFITS	COST	EASE OF IMPLEMENTATION	TIME	SECONDARY IMPACTS
1.	The expected benefits will be minimal.	1. The cost will be very high.	1. It will be very difficult to implement.	1. It will be more than 6 months before benefits are seen.	1. It also results in some significant negative impacts.
2.	The expected benefits will be good.	2. The cost will be high.	2. It will be difficult to implement.	2. It will be 3 to 6 months before benefits are seen.	2. It also results in some negative impacts.
3.	The expected benefits will be very good.	3. The cost will be low.	3. There will be a few obstacles to putting it into practice.	3. It will be 1 to 3 months before benefits are seen.	3. It also results in additional positive impacts.
4.	The expected benefits will be outstanding	4. There will be no added cost.	4. It can easily put into practice.	4. Benefits will be seen in less than 30 days.	4. It also results in some additional significant positive impacts.

1. Prior to rating the solutions, discuss the categories as they relate to the problems to make sure that everyone is clear about their meaning.

2. List the solutions in the column to the left. It is assumed that they all adequately solve the problem.

3. Using the above scales, rate each problem in the five categories and compute the total.

4. Develop a team score for each solution by sharing your individual ratings for each category and then computing a total. (It may be useful to post the ratings on a flip chart and then discuss the reasons for each.)

5. Circle the highest rated solution and proceed to the preparation of an action plan.

SOLUTION DESCRIPTION	BENEFITS	COSTS	EASE OF IMPLEMENTATION	TIME	SECONDARY IMPACTS	TOTAL
1						
2						
3						
4						
5						