

## 6 Step Process

### Step 1

#### **Define Desired Outcomes and Actions**

Using the CSS Guidance Manual and other relevant materials, establish goals, actions, define terms to be used, and decisions that need to be made. By using established parameters and framework (goals, actions, and decisions that need to be made), develop the specific process to be used during decision making, including teams, team roles, and interactions during the process.

### Step 2

#### **Endorse the Process**

For each team, establish participants, their roles and responsibilities, and the commitments and accountability. Endorse the process by discussing, possibly modifying and then finalizing, with all teams, the desired outcomes and actions to be taken. Clarify terms and expectations for use in the process.

### Step 3

#### **Establish Criteria**

Review Corridor Context Statement, Core Values and CS Criteria Guidance. Work with team participants to establish the specific vision, goals and criteria. (A good criterion is measurable, is relevant to the project decision and distinguishes between alternatives or options).

### Step 4

#### **Develop Alternatives or Options**

Identify alternatives or options relevant to the desired outcomes, specific vision, and goals..

### Step 5

#### **Evaluate, Select and Refine Alternative or Option**

Analyze all alternatives and options by applying the criteria. Refine the final alternative or option.

### Step 6

#### **Finalize Documentation and Evaluate Process**

Documentation should be continuous throughout the process. This step finalizes the documentation. This step also will debrief and evaluate the process. Final documentation will include the process evaluations.