

Consensus Building Checklist

Step	Action	✓
1. Present the issue	<p>Keep an open mind.</p> <p>Don't start the process with your own solution already in mind.</p>	
2. Clarify assumptions	<p>Make sure there are no incorrect assumptions that could impact a decision.</p>	
3. Summarize or redefine	<p>Present the issue again and summarize any areas of previous confusion.</p>	
4. Generate opinions	<p>Use brainstorming, small group discussions, or any appropriate idea-gathering technique to generate opinions.</p> <p>Do not judge individual opinions at this time.</p> <p>Post all opinions for review.</p>	
5. Analyze opinions	<p>Analyze each opinion allowing members to explain why they have come to their conclusion.</p> <p>Listen.</p> <p>Identify the benefits and drawbacks in each decision option.</p>	
6. Agree on a solution	<p>Consider:</p> <p>"What will it take to solve the problem?"</p> <p>"Are any of these options suitable?"</p> <p>"Can any of these solutions be combined?"</p> <p>If any members resist, ask what it would take for a particular option to be acceptable.</p>	
7. Present the decision	<p>Ask all who have taken part the same question.</p> <p>"Can you support the decision?"</p>	