**Shared Decision-Making Planning Tool**

Use this matrix to specify the roles of various parties in making decisions about the partnership. It is helpful to plan for shared decision making in advance, though it is unlikely you will be able to foresee and plan for every situation that might arise. For each row, either:

1) Use a check mark to indicate the primary decision maker or

2) Use a performance management framework to assign roles in decision making, i.e. a RACI Framework assigns roles using the acronym R A C I:

* **R**esponsible for executing a decision
* **A**ccountable for decisions
* **C**onsulted on decisions
* **I**nformed of decisions made

Add additional rows and columns as needed.

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| --- | --- | --- | --- | --- |
| **Activity or Issue Area (e.g. space planning, project implementation, evaluation strategy** | **[Insert Partner 1]** | **[Insert Partner 2]** | **[Insert Team Member]** | **[Insert Project Stakeholder Group]** |
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