

# Guidelines for Decision Making

Sciencenter, Ithaca, NY

## When making decisions, consider:

1. Who should be involved in making the decision (and how)?
2. What is the primary goal?
3. Will the decision be made by *command, consult, consensus, or vote*?
4. Does it advance our mission, vision, values, strategic plan, & three initiatives:
  1. *Science From the Start* (pre-school)
  2. *Empowerment & Science* (elementary school)
  3. *Future Science Leaders* (middle school)
5. Are we passionate about it?
6. Will it enhance the experience of our audience?
7. Will it enhance our finances through revenue or goodwill?
8. Will it enhance the Sciencenter's reputation or community's quality of life?
9. Do we have staff, space, funds, & time to implement it properly?
10. Do the potential rewards outweigh the risks?
11. How does it fit in with other priorities & is this the best time to do it?
12. Is it sustainable, or does it advance sustainability?
13. If collaborative: is this person/group we want to work with?

# Sunsetting Programs – Audience Considerations

Eric Godoy, Denver Museum of Nature & Science

When sunseting programs, consider the following:

1. Which audiences and partners will be most impacted by your decision?
2. Is there a way to involve them in the decision?
  - a. Will/could their input change the decision? Make that known.
3. Is there a way to create a transition/wind down that is not abrupt?
  - a. One more time? One more cycle?
4. Re-directing to newer programs and other opportunities.
  - a. Connect them with new contacts
  - b. How to request/reserve
  - c. Scholarship opportunities
5. How are you communicating the decision to sunset?
  - a. Acknowledge their role
  - b. Celebrate the impacts and outcomes
  - c. Communicate future possibilities, if available
6. Incorporate the best elements of the program into current or future endeavors
  - a. Important learnings
  - b. Partnerships
7. Follow up and check in