

Levels of Input

Before ever asking for input it is critical to clearly identify who is the decision maker on an issue.

Once it is clear and agreed who is the decision maker then the decision maker can identify for people what type of input is desired.

Once the people giving input know what type of input is being requested and what it is going to be used for they can do any preparation work and then provide the input. They also then know what to expect as follow-up from their input.

Level of Input	Description	Process	How will the decision maker(s) will use the input	Follow-up
4	Decision Making	Sought from group with formal terms of reference / process & extensive communication	Follow the advice of the person(s) providing the input	None - Decision made up those providing input - NOTE Decision maker can abdicate responsibility for decision but not accountability for results.
3	Decision Influencing	Sought from group with expertise, experience or keen perspective	Use the input to shape and guide the decision	Formal acknowledgment of input and explanation of how input was used and effect on decision
2	Guiding & Information Sharing	Opportunity provided to group	Will review the input before making a decision	Formal acknowledgment of input
1	Suggesting	Usually unsolicited	May or may not review the input based on substance / source	Informal acknowledgment of input