

Shared Decision-Making Planning Tool

Use this matrix to specify the roles of different parties in making decisions about the partnership. It is helpful to plan for shared decision making in advance, though it will not be possible to anticipate or plan for every situation that might arise.

For each entity listed in the matrix columns, you can either 1) use a check mark to designate a principal decision maker; or 2) use a performance management framework to assign roles in decision making. This example uses a RACI matrix to assign roles. RACI is an acronym for roles that partners or team members might play. These are: **R-Responsible** for executing on a decision; **A-Accountable** for decisions (or **Authorizing** party); **C-Consulted** on decisions; and **I-Informed** of decisions made.

As you fill out this matrix, consider whether you are really *sharing* decision making power (i.e. are the roles distributed equitably? Could they be?).

Activity or Issue Area (e.g. space planning, program offerings, evaluation strategy):	Community Partner	Principal or School Administrator	School Lead for the Partnership	Youth	Families	Other
Decision making roles: R-Responsible; A-Accountable; C-Consulted; I-Informed						

SAMPLES for a program partnership that includes an in-school teaching artist residency, after-school program, and family engagement:

Population Served – Community Partner Responsible, Principal & Community Partner Accountable, Other (School Staff) Consulted, Youth & Families Informed

After-School Program Content – Community Partner Accountable & Responsible, Principal & Youth Consulted, Families Informed

In-School Residency Program Design – Community Partner Accountable, Community Partner & School Lead (Teacher) Responsible, Principal or Department Head Consulted, Youth Consulted, Youth & Families Informed

This tool is adapted from the School and Community Partnership Toolkit, in partnership with Youth Development Executives of King County. Retrieved from www.ydekc.org/resource-center/partnership-toolkit/