

RAPID®

A Tool for Allocating Decision Roles

The RAPID® Tool was introduced across campus as part of Operational Excellence to establish a decision-making structure by outlining the different decision-making roles assigned to employees.

During the delegation of a task, it is crucial to establish upfront with your employee their role in decision-making and the occurrence of recommendations, input, and approval.

- **Recommend** - Are they being requested for a recommendation?
- **Input** - Are they being asked to provide input, which may or may not be implemented?
- **Agree** - Is it necessary for them to receive a formal sign-off from you on the recommendation?
- **Decide** - Who is responsible for making the final decision before proceeding?
- **Perform** - Are they responsible for completing the assigned task?

RECOMMEND		
Recommend a choice or course of action.		
INPUT	DECIDE	AGREE
Provide input to a recommendation, consider, but feel free to ignore if so wish.	Finalize the decision, make the organization commit to action.	Formally agree on the recommendation. important to consult and should not be ignored.
PERFORM		
Responsible for performing out the desired task.		

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