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Delphi Method Template

What is Delphi Method Template?

The Delphi method, also known as the nominal group technique (NGT), is a structured group decision-making process developed by Norman Dalkey and Olaf Helmer in - It is often used to gather opinions from a group of experts or stakeholders on a specific topic or problem.

A Delphi method template typically involves the following steps:

1. **Preparation:** The facilitator prepares a set of questions or topics related to the issue at hand, and sends them to a panel of experts or stakeholders.
2. **Round 1: Initial Response:** Each participant receives the questionnaire and provides their initial thoughts, opinions, or answers to the questions. This is done anonymously, without any discussion among participants.
3. **Synthesis:** The facilitator analyzes the responses from all participants and identifies common themes, patterns, and areas of agreement and disagreement.
4. **Round 2: Feedback and Reiteration:** The facilitator sends a summary of the analysis back to each participant, along with their own original response. Participants are asked to review the feedback and revise their opinions based on the new information.
5. **Round 3 (optional): Final Response:** If necessary, another round of responses is collected from participants, incorporating any changes or revisions made in Round -

The Delphi method template aims to achieve several goals:

1. **Improved Consensus:** By allowing participants to revise their opinions based on feedback and analysis, the process promotes more informed and consensus-driven decisions.
2. **Reduced Biases:** The anonymous nature of the initial response helps reduce personal biases and influences, allowing experts to focus on the issue at hand.
3. **Increased Participation:** The structured process encourages all participants to actively engage in the discussion, even if they are hesitant or shy.

The Delphi method template is commonly used in various fields, such as:

1. Strategic planning
2. Research prioritization
3. Policy development
4. Decision-making in complex situations

By leveraging the strengths of this structured approach, you can foster more effective collaboration and decision-making among your team or stakeholders.

[problem](#), [decision](#), [making](#), [process](#), [planning](#), [research](#), [policy](#), [strategic](#), [prioritization](#)

Delphi Method Template

Overview

The Delphi Method is a structured communication technique that relies on a panel of experts. It is used to gather data and insights on a particular topic, achieve consensus, and predict future events.

Step 1: Define the Problem

- **Problem Statement:** Clearly define the issue or question to be addressed.
- **Objectives:** Outline the objectives of using the Delphi Method.

Step 2: Select the Panel of Experts

- **Criteria for Selection:**
 - Relevant expertise in the topic area
 - Experience and qualifications
 - Ability to participate in multiple rounds of questioning
- **List of Selected Experts:**
 1. Expert Name * Specialty
 2. Expert Name * Specialty
 3. Expert Name * Specialty

Step 3: Develop the Questionnaire

- **Round 1 Questions:**
 - Question 1: [Description]
 - Question 2: [Description]
 - Question 3: [Description]
- **Method of Response:**
 - [e.g., rating scales, open-ended questions, etc.]

Step 4: Conduct Round 1

- **Distribution of Questionnaire:**
 - Specify how the questionnaire will be distributed (email, online survey, etc.)
- **Timeline:**

- Provide deadline for responses.

Step 5: Analyze Round 1 Responses

- **Synthesize Responses:**

- Summarize themes and key insights from expert feedback.

- **Develop Round 2 Questionnaire:**

- Include clear points of consensus and areas of divergence from round 1.

Step 6: Conduct Round 2

- **Distribution of Round 2 Questionnaire:**

- Specify any changes made in the questionnaire from round 1.

- **Timeline:**

- Provide deadline for responses.

Step 7: Analyze Round 2 Responses

- **Synthesize Responses:**

- Summarize insights from round 2 and note trends in expert opinions.

Step 8: Iterate if Necessary

- **Decide if Additional Rounds are Required:**

- Based on analysis, determine if further rounds are needed to clarify or deepen insights.

Step 9: Final Report

- **Summary of Findings:**

- Concisely present the final consensus or variations in expert opinions.

- **Conclusions and Recommendations:**

- Provide actionable recommendations based on the collective insights of the panel.

Appendix

- **Appendix A:** Detailed Responses from Each Round
- **Appendix B:** Expert Biographies
- **Appendix C:** Additional Resources



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