### STEPS

<table>
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<tr>
<th>FACTS</th>
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| What do you believe to be true in the case?  
Do you have good reasons (evidence) to  
support your beliefs? Are there disagreements  
about the facts? What don't you know that  
would help you to make a decision? How  
would you find out the facts you don't know? |

<table>
<thead>
<tr>
<th>YOUR ANALYSIS</th>
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<th>ISSUES</th>
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| What is the ethical issue (are the ethical  
issues)?  
Examples:  
- Environment is being damaged. Is this ok?  
- A person is being treated badly or with  
disrespect. Is this ok?  
- Individual rights conflict with social duties.  
- Different values are in conflict for instance,  
loyalty vs. veracity. |

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<thead>
<tr>
<th>OPTIONS</th>
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| What can be done?  
What would each of the main stakeholders  
want to do?  
What could be done without any constraints  
(rules, money, people, history, etc.)?  
List as many alternatives as you can think of? |

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<thead>
<tr>
<th>DUTIES AND DECISIONS</th>
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| What should be done?  
By whom?  
Under what conditions?  
Which of the alternatives are morally permitted  
(there might be more than one)? |

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<tr>
<th>ASSESSMENT</th>
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| Is one decision better than the other(s)?  
Which one?  
Why?  
How is it morally defensible? |