

Criteria Matrix

Information Processing: Exploring and Discovering

PROCESS

- Identify a decision you wish to make and the alternatives you are considering.
- Identify the criteria you consider important.
- Assign each criterion an important score.
- Determine the extent to which each alternative possesses each criterion.
- Express as high, medium, or low.
- Assign number values such as high = 3, medium = 2, and low = 1.
- Record on a criteria matrix and analyze the scores to see which alternative has the highest total points.
- Based on your reaction to the selected alternative, determine the next steps.

ALTERNATIVES

- Assign a point value to each criterion if some are more important than others.

TIPS

- Group needs only rough agreement on high, medium, and low ratings.
- Should two alternatives appear to be equally desirable, add other criteria.

Criterion	A	B	C
Available resources	H = 3	H = 3	H = 3
Could serve as stimulus to another desired change	H = 3	M = 2	M = 2
Staff readiness	M = 2	L = 1	L = 1
Congruence with another program	M = 2	L = 1	M = 2
Numerical Values	10	7	8