

## Tool: Criteria Analysis

- WHAT IT IS** A tool to help evaluate alternatives against multiple criteria.
- WHEN TO USE IT** During the design phase to narrow down a list of choices in a logical and efficient way.
- HOW TO USE IT**
1. As a group, generate an agreed-upon list of criteria for evaluating the alternatives.
  2. Create a table listing the criteria in the first column and include a column for evaluating each option.
  3. Evaluate each option in regard to how well the option meets the criteria on a scale from 0 to 5. Write the value in the appropriate box.
  4. Continue this process until all possible solutions have been evaluated on all criteria.
  5. Total the numbers for each option. The options with the highest number of points best meet the criteria.

An example of a Criteria Analysis follows:

CRITERIA	OPTION 1	OPTION 2	OPTION 3
1. Improves productivity	3	5	3
2. Utilizes new technology	0	0	5
3. Utilizes people more effectively	2	4	0
4. Provides direct communication with customers	0	0	5
5. Results in more teamwork	5	5	0
6. Speeds up the process	3	5	3
TOTALS	13	19	16