# DECISION MATRIX

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| **Criteria** | **Weight** |  |  |  |  |
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**Scoring:**

5 = High – appears frequently and provides students with ample opportunities

3 = Average – appears throughout but is not a strong feature of program

1 = Low – hard to find evidence or little evidence of this in the program

# Decision Matrix/Selection Matrix

## What it is:

A decision matrix is a chart that allows a team or individual to systematically identify, analyze, and rate the strength of relationships between sets of information. The matrix is especially useful for looking at large numbers of decision factors and assessing each factor’s relative importance.

## When to use it:

A decision matrix is frequently used during quality planning activities to select resources, products, services or features, develop process steps and weigh alternatives. For quality improvement activities, a decision matrix can be useful in selecting resources or projects, in evaluating alternative solutions to problems, and in designing remedies.

## How to use it:

**Identify alternatives**. Depending upon the team’s needs, these can be resource/product/service, process steps, projects, or potential solutions. List these across the top of the matrix.

**Identify decision/selection criteria**. These key criteria may come from a previously prepared affinity diagram, from a brainstorming activity, a recommendation list, or research. Make sure that everyone has a clear and common understanding of what the criteria mean. Also ensure that the criteria are written so that a high score for each criterion represents a favorable result and a low score represents an unfavorable result. List the criteria down the left side of the matrix.

**Assign weights**. If some decision criteria are more important than others, review and agree on appropriate weights to assign (e.g., 1, 2, 3).

**Design scoring system**. Before rating the alternatives, the team must agree on a scoring system. Determine the scoring range (e.g., 1 to 5 or 1, 3, 5) and ensure that all team members have a common understanding of what high, medium, and low scores represent.

**Rate the alternatives**. For each alternative, assign a consensus rating for each decision criterion. The team may average the scores from individual team members or may develop scores through a consensus-building activity.

**Total the scores**. Multiply the score for each decision criterion by its weighting factor. Then total the scores for each alternative being considered and analyze the results.