



## Worksheet #5: Decision Matrix

The Decision Matrix allows you to score your ideas/goals against one another and help choose the best option. List the ideas you will be vetting below:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Now, list the decision making factors that will be guiding you:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Next, weigh the importance of each factor on a scale of 1 to 5, with 1 being the lowest weight and 5 being the highest weight.



- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

With weighting in place, use MS Excel to continue the analysis by scoring each idea/goal against the decision making factors.

These scores will also be on a scale of 1 to 5, with 1 being the lowest ability/correlation and 5 being the highest ability/correlation:

	<b>IDEAS/GOALS</b>					
<b>Factors</b>	<b>Weighting</b>	<b>Goal</b>	<b>Goal</b>	<b>Goal</b>	<b>Goal</b>	<b>Goal</b>
<b>TOTAL SCORE</b>						