

Decision Priority Matrix Template

	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	
Criteria Description						
	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Weighted Score
Weight						
Options	Criteria 1 Scores	Criteria 2 Scores	Criteria 3 Scores	Criteria 4 Scores	Criteria 5 Scores	
Option A						
Option B						
Option C						
Option D						
Option E						

How to Use This Template

List each option in the first column.
List the criteria descriptions in the second row.
Add/remove columns, as appropriate.
Determine the scale to be used in the rankings.
Define your must-haves.
Determine the scale to use for the weights. Then, assign weights to the criteria.
Assign objective rankings for how each option satisfies each criteria.
Perform a gut check to make sure the result feels right.
Check the winning option against the must-haves to ensure they were not excluded as criteria.
Document the process and results.
See the [Example](#) template on Tab 2 of this document

Note

It's best to hide the scores until all cells have been filled in to prevent skewed results.

< - - Total Weighted Score Percentage should equal 100%.

Must-Haves

Example Decision Priority Matrix Template

	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	
Criteria Description	Cost	Learning Curve	Possibility of Failure	Coolness	Effort	
	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Weighted Score
Weight	5	3	4	1	2	15
	33%	20%	27%	7%	13%	100%
Options	Criteria 1 Scores	Criteria 2 Scores	Criteria 3 Scores	Criteria 4 Scores	Criteria 5 Scores	
Buy New Computer	4	3	1	5	3	3
Upgrade Existing Computer	2	1	4	1	2	2

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