

# Basic Weighted Pugh Matrix Template

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## How to Complete the Pugh Matrix

### 1. List Solutions:

In the "Solutions / Ideas" section, enter your potential solutions.

### 2. Define Criteria:

Review the "Criteria" section to ensure it reflects the factors important to your evaluation. Common criteria include [cost efficiency](#), [implementation time](#), [scalability](#), [ease of use](#), [reliability](#), [maintenance requirements](#), [customer satisfaction potential](#), [risk level](#), [resource availability](#), and [alignment with objectives](#).

### 3. Assign Weights:

For each criterion, assign a weight based on its importance (e.g., 1 – 5, where 5 is the most important).

### 4. Score Solutions:

For each solution, assess whether it is the same, better, or worse than the current or baseline solution. In the "Base Score" column, assign 1 for worse, 2 for the same, 3 for better.

### 5. Calculate Weighted Scores:

Multiply the base score by the weight for each criterion. Sum these values for each solution to determine the weighted score.

### 6. Compare Results:

Review the total weighted sums for each solution. The solution with the highest score generally represents the best option.





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