

# Decision Matrix

1. Identify the Options
2. Determine the Criteria
3. Assign Weights (Optional but Recommended)
4. Create the Matrix
5. Rate Each Option Against Each
6. Calculate Weighted Scores (If Weights Are Used)
7. Calculate Total Scores
8. Analyze and Make a Decision

**Rating**

1

2

3

4

5

# Decision Matrix

	Weight	Current Solution	Alternate Solution	Alternate Solution
Criteria				
Criteria				
Criteria				
Total Score				