FRAMEWORK 8

Decision Matrix

PURPOSE: *Compare several options against several weighted criteria so the choice is systematic, defensible, and open to discussion.*

Decision: *One sentence*	**Prepared by:** *Enter name*	**Date:** *MM/DD/YYYY*

HOW TO USE THIS FRAMEWORK

When comparing multiple options across multiple criteria, a decision matrix provides structure. Use it when there are multiple viable options, several competing factors, stakeholders who disagree on priorities, or when you need to make the choice defensible.

Step 1: identify the criteria that matter. Step 2: weight each criterion 1–5 (optional but recommended). Step 3: score each option on each criterion 1–5. Step 4: multiply score by weight and sum for each option. Step 5: review and discuss before you commit.

THE OPTIONS

Option A	*Name it*
Option B	*Name it*
Option C	*Name it*

STEPS 1–3: CRITERIA, WEIGHTS AND SCORES (1–5)

Criterion	Weight (1–5)	Option A score	Option B score	Option C score

STEP 4: WEIGHTED TOTALS

Option A	*Sum of (weight × score) for every criterion*

Option B	*Sum of (weight × score)*
Option C	*Sum of (weight × score)*

STEP 5: REVIEW AND DISCUSS

Does the top choice feel right?

What did the matrix miss?

Are there non-quantifiable factors that should change the answer?

EXAMPLE: CHOOSING A DATABASE

Criterion	Weight	Option A	Option B	Option C
Cost	3	5	3	2
Timeline	3	3	5	2
Risk	4	4	3	5
Capability	2	2	5	3
Customer Impact	5	4	3	5
Weighted total		64	61	63

EXAMPLE, CONTINUED

Option A: (3×5)+(3×3)+(4×4)+(2×2)+(5×4) = 64. Option B: (3×3)+(3×5)+(4×3)+(2×5)+(5×3) = 61. Option C: (3×2)+(3×2)+(4×5)+(2×3)+(5×5) = 63.

Options A and C are nearly tied. Now discuss the qualitative factors before you commit.

> **Watch-Out:** Not everything can be quantified, weights are subjective, and a matrix can miss intuitive wisdom. The matrix informs your decision; it doesn't make it. Your authentic judgment matters.