

# Decision-Making Matrix

## Why is a decision-making matrix important?

Having key decision criteria helps you prioritize the most important factors weighing into a decision. Your decision criteria can be professional or personal.

## Directions:

1. Start by labeling the leftmost rows with your key decision criteria and list the options under consideration across the top row of the table.
2. Specify the weighting (the relative importance) of each of the criteria, using a one to five scale, where one is of little importance and five is very important.
3. Now score each of your options in terms of how well it satisfies your decision criteria. First give it a raw score, again on a scale of one and five. A score of one means that the option rates poorly, while five means that the option couldn't satisfy the criterion any better.
4. Multiply the raw score by the weighting. For example, if your raw score is two, and your weighting is three, your weighted score would be six.
5. Finally, total up your weighted scores. The option with the highest total score is the preferred option or the "winner."

## Example:

Key Decision Criteria	Weighting	Vendor 1		Vendor 2		Vendor 3	
		Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Affordable Cost	2	1	(2x1) 2	3	(2x3) 6	5	(2x5) 10
Years of Experience	3	3	(3x3) 9	4	(3x4) 12	2	(3x2) 6
Reliability of Service	4	4	(4x4) 16	2	(4x2) 8	1	(4x1) 4
		Total:	27			26	20



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Now it's your turn! Fill out your key decision criteria and mark your scores below:

Key Decision Criteria	Weighting	Vendor 1		Vendor 2		Vendor 3	
		Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Criteria 1							
Criteria 2							
Criteria 3							
		Total:					

