Decision Matrix

PAGE 1: FILLED EXAMPLE

Example: Choosing a project management tool

CRITERION	WEIGHT	TOOL A	TOOL B	TOOL C
Ease of use	30%	4	3	**5**
Value for money	25%	3	**5**	4
Integrations	20%	**5**	2	3
Scalability	15%	3	**4**	**4**
Support quality	10%	4	3	**5**
TOTAL	**100%**	**3.8**	**3.4**	**4.2**

HIGHEST SCORE Tool C (4.2 / 5)

Rating: 1=poor, 2=below average, 3=average, 4=good, 5=excellent

Decision Matrix

PAGE 2: FILL IN

Write option names in the header row. Add criteria in the first column, weights (sum=100%), and 1-5 ratings in the table.

Decision:

CRITERION	WEIGHT				
TOTAL					

Rating: 1=poor, 2=below average, 3=average, 4=good, 5=excellent

Rationale / Notes