

Decision Matrix

| | Competency | Cost | Viability | Desirability | Alignment | Total |
|------------------------|------------|------|-----------|--------------|-----------|-------|
| Criteria Rating | | | | | | |
| Service A | | | | | | |
| Weighted Rating | | | | | | 0 |
| Service B | | | | | | |
| Weighted Rating | | | | | | 0 |
| Service C | | | | | | |
| Weighted Rating | | | | | | 0 |
| Service D | | | | | | |
| Weighted Rating | | | | | | 0 |

How to Use This Worksheet: Rate each criteria based on importance on a scale from 1 to 5, with 1 being least important to your team and 5 being most important. Then, per service breakdown, rate per criteria on a scale from 1 to 5, with 1 being least desirable and 5 being most desirable. The weighted rating = criteria rating x idea rating. You can make your decision based on the service breakdown with the most points.