

# AI-01028 Alternative Analysis

👤 Owner	© Rigel Arcayan
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What is the "Alternative Analysis"? List the template

An Alternative Analysis (AA) is a systematic approach used to evaluate different options for achieving a specific goal. It helps decision-makers compare the pros and cons of various courses of action and choose the one that best meets their needs.

Here's a general template you can use for an Alternative Analysis:

## 1. Define the Problem/Decision

- Clearly state the issue or decision you're facing.
- What are you trying to achieve?

## 2. Identify Alternatives

- Brainstorm and list all potential solutions or approaches.
- Don't restrict yourself at this stage, even if some options seem unrealistic.

## 3. Establish Evaluation Criteria

- Define the factors that are important for your decision. These could be:
  - Cost (financial, time, resources)
  - Effectiveness (how well it achieves the goal)
  - Feasibility (ease of implementation)
  - Risks and uncertainties
  - Alignment with long-term goals
  - Stakeholder preferences (if applicable)

## 4. Evaluate Each Alternative

- Assess each option against the established criteria.
- Use a scoring system or qualitative descriptions (e.g., high, medium, low)

## 5. Compare Alternatives

- Present the evaluation results in a clear and concise way.
- Use tables, charts, or a simple narrative to highlight the strengths and weaknesses of each option.

## 6. Make a Decision

- Based on the analysis, select the alternative that best meets your needs.
- Consider potential trade-offs between different criteria.

## 7. Document the Process

- Summarize the analysis process and the rationale behind your decision.
- This will be helpful for future reference or communication with stakeholders.

### Template Variations:

This is a general framework, and you can adapt it to your specific situation. Here are some variations:

- **Weighted Criteria:** Assign weights to each evaluation criteria based on their relative importance.
- **Decision Matrix:** Use a matrix to compare alternatives across all criteria side-by-side.

Remember, the key is to be systematic and objective in your evaluation process.