

**Required Elements**

- Concerns only one issue (cost, acceptance, etc.)
- Contains a superlative (least, most, greatest, etc.)
- Phrased to indicate a desired direction

**Recommended Procedures***For criteria*

- Reviewing the underlying problem, brainstorm criteria questions that begin with “Which solution will.”
- Hone the criteria to specifically target diverse elements of the future scene. (See the criteria for advanced applicability and relevance below.)
- Write the top five in the booklet that will provide the greatest insight into which solution will best solve your underlying problem.

*For the grid*

- Select your eight most promising solution ideas and list them in the eight solution idea blanks of the grid.
- Enter only a few key words for each solution - just enough to jog the memory.
- Based on each criterion, rank order your solution ideas from 8 (best) to 1 (least effective).
- No two solution ideas should receive the same score. There should be one 1, one 2, one 3, etc.
- If two solution ideas tie, you can add the next two ranks and divide by two.
- Add across the grid to total the ranks given to each solution idea.
- Double-check your addition for the totals in the grid to make certain you did not make a mathematical error. You must use the solution idea with the highest total rank to develop your action plan.

**Scoring Scales*****Correctly Written*** (0-5 points)

- one point for each written criterion with superlative, single dimension, and desired direction

***Applicability and Relevance*** (0-10 points)

- Generic:* A criterion whose core idea can be applied to nearly every underlying problem for nearly every topic. (1 point)
- Modified:* A criterion with adequate details to place it firmly within this underlying problem and/or future scene.
- Advanced:* A criterion specifically targeted to the core idea of the key verb phrase and the purpose of the underlying problem.

***Correctly Used*** (1-5 points)

- accuracy of the evaluation grid

**Reminders**

- If after completing the grid two or more solution ideas tie for the action plan, break the tie and write a note to the evaluator explaining how you did it.

**What NOT To Do**

- Don't manipulate the grid.

**Power Strategy**

It is generally more effective for two team members to rank order solutions rather than the whole team contributing. This saves time and avoids unproductive disputes.