Option Evaluation – Weighting The Factors For Importance

1. Weights – Values & Descriptions

	CLASS	DESCRIPTION	PROPORTION OF REQUIREMENTS
5	Mandatory	The *absolutely* 'must-haves'. Options without explicit support for a single 5-weighted factor will be rejected out of hand as unfit for purpose without further inspection.	1% – 5%
4	Critical factor	An option supporting this factor should win many points. Use very much by exception for essential items.	3% – 10%
3	Major factor	It is important for options to consistently score well against this type of factor to be credible.	25% – 50%
2	Minor factor	Some significance. A bonus if supported.	25% – 50%
1	Trivial	Factor is of very little importance and therefore only slight influence upon option selection.	10% – 20%
0	Not significant	Support for this factor should not influence the choice of option at all. Remove from document. (Also used to mark factors to merge into similar ones, or move out of scored factors into *Project Notes*.)	

2. Weights – The Process For Deciding Values For Weights

We will discuss this at the workshop since, as a group, we must reach a conclusion by *the end of* the workshop. Allocating weights can often be done 'top down' and by exception.

- Assume all factors start 'flat-weighted' at a neutral value such as 2.

- (Optional.) Identify some whole categories of factors that should be pushed down, or up. (We may need a supporting technique such as pair-wise comparison here.)

- As necessary, use voting within the group to decide if some factors deserve more or less than the category they are in.

- Double-check the critical factors deserving 'top marks'.

- Isolate a handful of mandatory factors if you can.