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 Strategies

Two quick, easy, and effective strategies for writing criteria is to write one specifically tailored to the words of the key verb phrase and another to the words used to describe the underlying problem's purpose.

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.