Solution Prioritization Matrix How-to Guide

This How-to Guide should be used to complete the Solution Prioritization Matrix.

Purpose

The project team will likely propose multiple recommendations and solutions for resolving the project's problem. The Solution Prioritization Matrix is a tool that will assist team members to evaluate the proposed solutions, scoring them according to a set of objective criteria. The solutions with the highest scores should be considered as likely contenders for the team to pursue.

When to Use a Solution Prioritization Matrix

Use the Solution Prioritization Matrix when the team is ready to evaluate the potential solutions they've developed.

How to Use a Solution Prioritization Matrix

1. Write down the potential solutions, one per line, in the "Describe Potential Solutions" column.

2. The team works together to agree on a score for each potential solution in each of the subsequent four columns' criteria. Your team might opt to use different scoring criteria – just make sure to keep the criteria objective. The template's criteria are described here:

    a. Ease of Implementation: scores range from 1 to 5, where 1 is very difficult to implement and 5 is very easy to implement

    b. Permanence of the Solution: scores range from 1 to 5, where 1 is temporary and 5 is permanent

    c. Impact of the Solution: scores range from 1 to 5, where 1 is low impact and 5 is high impact

    d. Cost of the Solution: scores range from 1 to 5, where 1 is high cost and 5 is low cost

3. In the Total Score column, the template has a function that multiplies the values in the score columns. The product of the individual criterion scores (ease score **x** permanence score **x** impact score **x** cost score) is the solution's Total Score.

4. Compare the Total Scores to see which solutions appear to be the best. High scores would indicate a valuable solution.

References

Pande, P.S., Neuman, R.P., & Cavanagh, R.R. (2002). *The Six Sigma Way Team Fieldbook: An Implementation Guide for Process Improvement Teams.* New York, NY: McGraw-Hill.

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