Define your question or problem

What options will solve your problem?

What criteria will you use to evaluate your options?

How will these criteria be quantified?

How will these criteria be converted to values from 1-5?

Decide on weights for the criteria (optional)

List these criteria across the top of a table

List these options down the left of a table

Fill in values, sum each row and place the total in the right-most column. The option with the highest value is the most appropriate option according to your criteria.
Define your question or problem

A user in my department needs to purchase a new computer for their day-to-day use, but has no preference between laptops (L) or desktops (D) and is willing to buy from either Brand 1 or Brand 2. If buying a laptop, there is no need for a separate monitor (M).

What options will solve your problem?

Desktop 1 + Monitor
Desktop 2 + Monitor
Laptop 1
Laptop 2

What criteria will you use to evaluate your options?

Time required to purchase and set up.
Monetary Cost
Power Usage
Environmental Impact
Effectiveness
Ease of Maintenance

How will these criteria be quantified?

# of Days
$ W
EPEAT Rating
Hardware Specifications
Online Reviews and Previous Experience

How will these criteria be converted to values from 1-5?

5: 1 day
4: 3 days
3: 1 week
2: 1.5 weeks
1: 2 weeks

5: <$800
4: >$1500

5: 30 W
4: 150 W

5: Gold + 24/24
4: Gold
3: Silver
2: Bronze
1: Not Rated

Value assigned based on comparison between needs and specs
Value assigned based on experience and reviews

Decide on weights for the criteria (optional)

N/A
N/A
N/A
N/A
N/A
N/A

List these criteria across the top of a table

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Monetary Cost</th>
<th>Power Usage</th>
<th>Environmental Impact</th>
<th>Effectiveness</th>
<th>Ease of Maintenance</th>
<th>Totals</th>
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<tbody>
<tr>
<td>D1 + M</td>
<td>5</td>
<td>5</td>
<td>1</td>
<td>4</td>
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<tr>
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Fill in values, sum each row and place the total in the right-most column. The option with the highest value is the most appropriate option according to your criteria.