

# DECISION MAKING MATRIX – INFORMATION

Which phone will you buy next? Which was the most influential Shakespearian play? Answering questions like these becomes easy when you use the Decision-Making Matrix, as it allows you to break your options down into a number of criteria, of which you can give each a score. Add all of your scores together at the end and you'll find your answer! Making decisions really can be an easy process!

**PROCESS**  
Enter the Topic, e.g. choose two or more objects/options.


**Step 1: Options** ①  
Draw up a simple matrix then enter your options/choices in the left column (A and B).

**Step 2: Criteria** ②  
Enter the criteria or factors by which you can compare these objects/options in the top row.

**Step 3: Add Details** ③  
Fill in all relevant and comparable details for each criterion or factor column.

**Step 4: Ranking** ④  
Now make judgements on each option by using a scale of 1 (low) to 5 (high)\*.

**Step 5: Total Score** ⑤  
Add up the scores for each row. The row with the highest score is the winner.

DECISION-MAKING MATRIX		Topic: Water Bottles – Dispose or Refill?				
① ↓	Factors/Criteria					⑤ ↓ Total
	② → Cost	Material	Environmentally Friendly?	Health		
A. Refillable Water Bottles	③ → Some water bottles are expensive to buy. However, water costs less than .01 cents per litre from tap.	Metal (aluminium), plastic, glass Recyclable	• Can be filled from tap or with filtered water	• Water intake prevents dehydration • Some concern over using aluminium		18/20
Ranking	④ → 4/5	5/5	5/5	4/5		
B. Disposable Water Bottles	③ → Ranges from 80 cents to \$3 plus per 600 ml bottle. Depends on the brand and where purchased.	Plastic - most made from recyclable plastic	• Limited refills are possible • Over 90% of bottles disposed of after one use 	• Water intake prevents dehydration • Concern over chemical changes in plastic when left in sun		10/20
Ranking	④ → 2/5	2/5	2/5	4/5		

*Critical Analysis*

\* Note: If some factors are seen to be more important than others, you can double the score from 1–5 to 6–10.