



The Literacy and Numeracy Secretariat
Le Secrétariat de la littératie et de la numératie

The Coaching Clinic™

"working intelligence"

Coaching Chip Number 9

This Coaching Chip:

Using a Decision Grid to Pick a Solution

A Decision Grid is an objective way to choose the best solution from among your choices.

Three Steps to Picking the Best Solution

Step 1. Brainstorm your list of potential solutions.

Be prepared to consider everything, even seemingly impossible ideas as they may lead to more doable concepts. You may organize your brainstorming by creating categories of solutions and then expanding each category with all relevant possibilities.

Step 2. Select decision criteria.

Develop lists of Musts and Wants. These are factors, which are used to analyze, sort and evaluate potential solutions. Musts are yes or no criteria. Wants are criteria that are applied subjectively on some kind of scale, often 1 - 10. Criteria may include such areas as Satisfies Client Needs, Cost Effective, Time, etc.

Step 3. Apply the decision criteria.

When analyzing any potential solution it first has to meet the Musts in order to be a contender.

If it passes the Must test, then the solution is measured against the Wants. On each Want it will receive some kind of score, usually numerical.

The last step is to add up all the Want scores for each solution idea. The idea with the largest score is the chosen solution.

The following table is an example. The decision criteria are arrayed across the top. Idea 1, in spite of having the largest scores on the two wants, is eliminated because it fails the Must test. Idea 2 is the best solution because it passes the Must test and has the highest total score on the two Want criteria.

	Must	Want 1	Want 2	Total
Idea 1	No	10	6	----
Idea 2	Yes	5	5	10
Idea 3	Yes	3	2	5
Idea 4	Yes	3	4	7

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