

Comparison of criteria-based and weighted criteria-based decision matrices

The following examples show criteria-based and weighted criteria based decision making tools applied to making a decision to appoint a Project Team Leader.

In both examples, scores are allocated from 0-5 where 0=does not meet criterion, and 5=fully meets criterion

Criterion	Candidate scores				
	1	2	3	4	5
Educated to degree level	5	5	5	5	5
Proficiency in using Microsoft Office	5	3	4	5	3
Welsh speaker	0	0	5	4	5
Car owner/driver	5	5	5	0	5
Prince 2 qualified	0	5	2	5	4
Budget management experience	3	5	5	0	5
Two years experience in leading project team	5	0	2	5	2
Presentation skills	3	5	5	3	4
Proven track record of PM from initiation to evaluation	3	0	0	5	2
TOTAL	29	28	33	32	35

The following example assigns weight to each criterion based on the extent to which they are essential, desirable, or useful. Essential criterion is weighted 5, advantageous is rated 3, and desirable is weighted 1

Criterion	Weight	Candidate scores				
		1	2	3	4	5
Educated to degree level	5	5 (x5)	5(x5)	5(x5)	5(x5)	5(x5)
Proficiency in using Microsoft Office	3	5(x3)	3(x3)	4(x3)	5(x3)	3(x3)
Welsh speaker	1	0(x1)	0(x1)	5(x1)	4(x1)	5(x1)
Car owner/driver	5	5(x5)	5(x5)	5(x5)	0(x5)	5(x5)
Prince 2 qualified	3	0(x3)	5(x3)	2(x3)	5(x3)	4(x3)
Budget management experience	3	3(x3)	5(x3)	5(x3)	0(x3)	5(x3)
Two years experience in leading project team	5	5(x5)	0(x5)	2(x5)	5(x5)	2(x5)
Presentation skills	1	3(x1)	5(x1)	5(x1)	3(x1)	4(x1)
Proven track record of PM from initiation to evaluation	5	3(x5)	0(x5)	0(x5)	5(x5)	2(x5)
TOTAL		117	94	103	112	115