

Optional
Activity



Common Decision-making
Tool: Easy Ranking

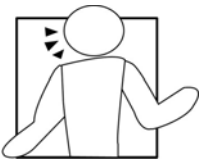
Time it takes: 15–30 minutes

What it is about: How to use the Easy Ranking decision-making tool.

What you will need: Flipchart paper and markers

How to do it:

1. Introduce the topic with comments such as:



There are a few “rules of thumb” concerning decision-making tools to keep in mind:

- Tools are best used to help evaluate options and make critical decisions.
 - Decisions should not be based on the results of just one or two tools. The results of different tools often contradict one another.
 - It is best to evaluate with a variety of tools until you see a pattern for or against an alternative.
2. Discuss Easy Ranking with comments such as:
 - Ranking is similar to rating using a low, medium, high scale.
 - The tool has rows on which a number of alternative solutions for an issue are listed, and columns on which guidelines, or criteria, are listed.

- **Example criteria would be cost, time, and customer acceptance.**
 - **Each alternative is ranked on each guideline using a low, medium, high scale. This tool helps narrow options.**
3. Walk through an example of buying a car by first drawing the following grid (without the boxes filled in) on a flipchart. Explain that you list the criteria first [cost, styling, practicability]. Explain that if a vehicle costs a lot of money, then it receives a “low” rating (because “low” = “not good” in this example).

ALTERNATIVES	COST	STYLING	PRACTICABILITY
BMW Convertible	LOW	HIGH	MEDIUM
Cadillac DeVille	MEDIUM	HIGH	MEDIUM
Honda Accord	MEDIUM	LOW	HIGH
Pick-up Truck	MEDIUM	LOW	MEDIUM

4. As you walk through the example, eliminate any alternative that has received a “low” rating in more than one category. Look for any alternative that has received “high” in two or more categories. In the example, the Cadillac DeVille has the most “medium” and “high” values and, therefore, might be your choice—at least according to the Easy Ranking tool.
5. Ask for questions and comments. To conclude this activity, remind everyone that several tools should be used to help make complex decisions.