

# MULTI CRITERIA DECISION ANALYSIS

## WHAT

Decision making tool that allows comparing different options on multiple criteria.

## WHEN TO USE

- **Stage(s):** Can be used in any stage
- **Goal:** Interrogate existing knowledge, create new knowledge & ideas
- **Type:** participation & co-creation tool
- **Time & Effort:** 1 - 2 hrs 

## HOW TO USE

- Technique to assist in choosing between different options. You can use online tools or an excel sheet.
- Step 1: Identify the different options (columns).
- Step 2: Determine the criteria by which to evaluate all options (rows).
- Step 3: Score every option on all criteria. Make sure you are consistent by comparing scores per criterium.
- Step 4: Determine the value/weight of each criterium (first row)
- Step 5: Multiply the scores from step 3 and step 4 to obtain weighted scores, add them up to obtain one score per option.
- Look at the outcomes and assess if a small difference in weights would alter the outcome? can you combine certain options or even make new options? Don't simply take the winning outcome for granted but use this tool to understand the pro's and con's of different options.

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## STRENGTHS

- Stimulates coherent decision making.
- Makes the criteria to judge on explicit.
- Flexible tool, the criteria used are different for each situation.
- The criteria are best determined in group, the assessment and weight attribution can be done individually and added up later or in group - depending on group dynamics.

## WEAKNESSES

- Participants can score with the end result in mind instead of with an open mind.
- Important to make the reasons behind the reasons for a high or low score explicit to understand the decision making process. The same goes for the weights assigned to each criterion.

### References:

ActionCatalogue - <http://actioncatalogue.eu/method/7393>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/7612/1132618.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7612/1132618.pdf) available on teams

A Short Story about Multiple Criteria Decision Analysis (MCDA) - YouTube