Evaluation Matrix:

This tool involves deliberate efforts to evaluate, weigh or choose options against a number of specific criteria

Uses:

- Offers a structured approach to evaluate options against specific criteria
- Need to weigh the value of a moderate to large (8-15) number of options
- Need an accurate, detailed examination or scrutiny of numerous possibilities
- Need to evaluate all your options fairly and rigorously, and there are many relevant criteria
- Need to know which options from a large pool of possibilities are options to be developed immediately, held for further study, need modifying or rejected

Possible Applications:

- Finding the strongest options for *Side Trips*
- Choosing one of several possible themes for a story performance
- Evaluating choices of action or of configuration of a mechanical device
- Guiding team members to evaluate choices relating to materials purchases for their *Team Challenge* solution

Steps:

- Determine your goal or purpose and state it clearly and concisely.
- Identify and list the options you want to evaluate in rows, down the page.
- Identify the criteria on which to evaluate all options and write it as column headings across the page. Be sure that the criteria are relevant for ALL of the options being examined.
- Establish a rating scale to use in evaluating each option against all criteria.

  Consider:

  Excellent = 4

  Good = 3

  Fair = 2

  Poor = 1

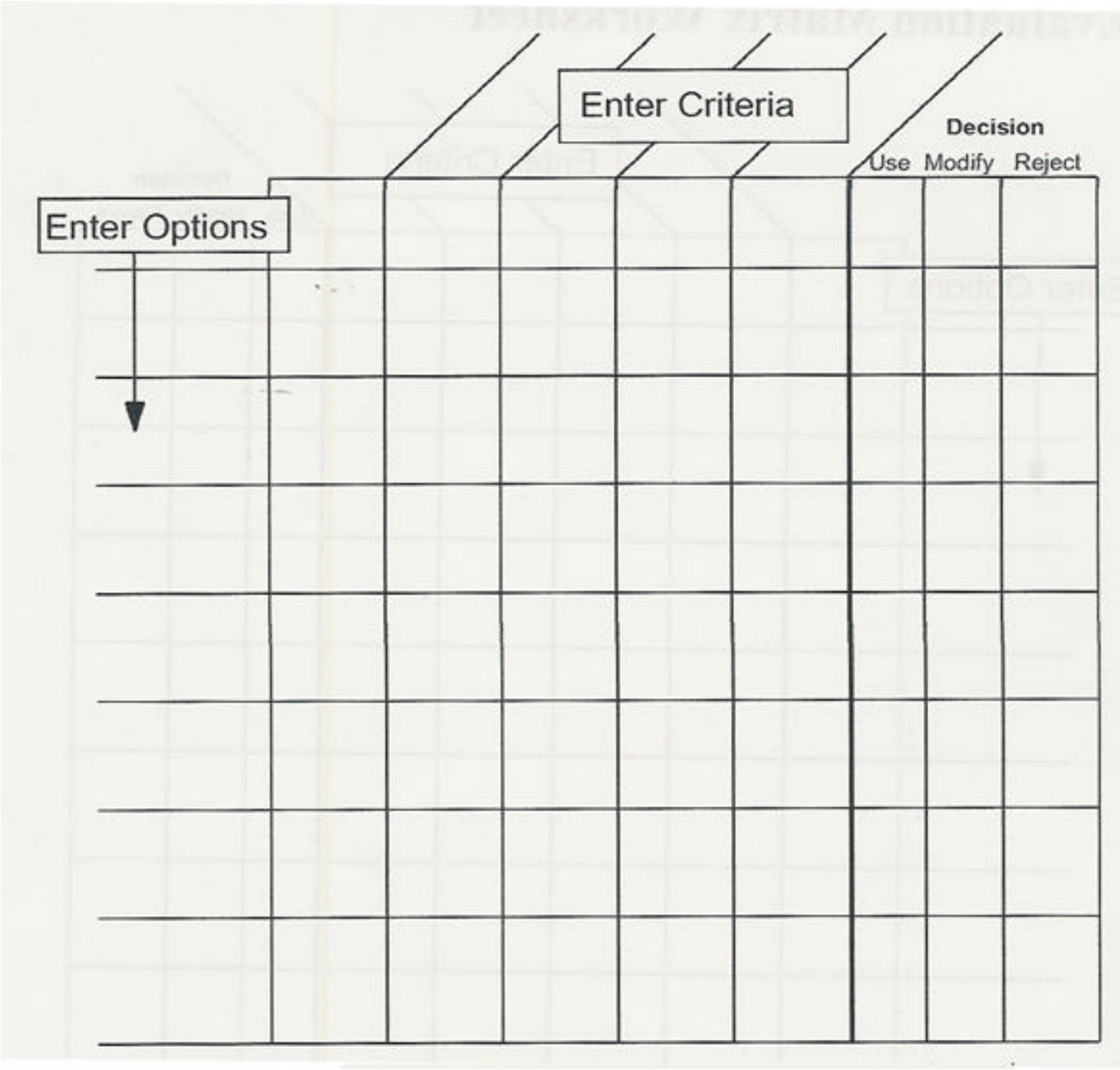
  Or symbols: Smiley face = yes

  Solemn face = maybe

  Frowning face = no

- Take each criterion and evaluate all the options on it before proceeding to the next criterion. This usually works better than taking one option at a time and evaluation it on all the criteria.
- Ask, "If we (use this option), to what extent will it (criterion)?" This will assist you in determining the ratings.
- Summarize the ratings for each option. Analyze the results. Remember that the goal is not just to find "one winning choice," but to find the strongest or most effective solution, which might represent several options – modified, combined, used together, or used sequentially. Use the "decision" columns to analyze the results thoroughly.

Evaluation Matrix
Sample Worksheet



Creative Idea Matrix

Things to consider

Possibilities

Properties of Materials Matrix

Item: _____

Things to think about

Possibilities	Strong	Durable	Advantage	Disadvantage	Easy to work with?	Flexible/rigid? which is best?	Easy to decorate?	Easy to move?	Easy to take apart/put together?	Bond with what?	Affordable?	Can safely work with?	Other considerations?
wood													
cloth													
plastic													
paper													
cardboard													
metal													
food													
foam													
milk cartons													
newspaper													
PVC pipe													
brick/cement block													

Decorations

Be CREATIVE !!!

not a complete list of possible materials or attributes to consider

Attributes to consider

Possible Materials	how will it be used/purpose	who will use/how will it be used	durability	ease of use	easy to put on different materials	can we get/afford material?	How many people does it take to use?	advantage of using	disadvantage of using?	Is it creative??	how to clean it up!!!!	other considerations
Paint- finger, acrylic, oil-based, spray, Kool-Aid												
Plastic -shower curtains, bags, PVC pipes, plastic wrap												
Cloth - canvas/ material/wild colors, fur, carpet, leather, ribbon												
Shiny stuff - Glitter, lace, shiny ribbons & celophane												
Misc. - Lint, wire, metal, paper clips, staples, aluminum foil												
Foam - hard/soft, sheets/board, celophane. spray insulation												
Colored glue, crayons, markers, nail polish, colored pencils, lipstick												
Crafts - Beads, feathers, felt, pompoms, pipe cleaners, buttons, balloons, rubber bands,												
Paper -colored paper, Paper bags, newspaper, wallpaper, magazine pictures, posterboard construction, wrapping, tissue, post-its												
Recycled Materials - milk jugs, show boxes, TP rolls, Pillow stuffing, refigerator box, aluminum cans, water bottles, etc.												
Other												

Costumes& Accessories

Set the scene & Define the Character

Attributes to consider

not a complete list of possible materials or attributes to consider

Possible Materials	durability	who will wear/character	able to decorate	creative use of materials?	can we get/afford material?	easy to put together - staples	easy to put together - pins	easy to put together - glue	easy to put together - sew	other considerations
Cloth - fabric, canvas, used clothes, sheets, fur, ribbon, shower curtains, yarn, leather, ribbon, etc.										
Plastic - Bags, shower curtains, celophane, needlepoint canvas										
Paper - bags, newspaper, construction, large art paper, paper towels, TP, photos, wallpaper, magazine, posterboard, wrapping, tissue, paper towel, paper mache										
Cardboard - hard or soft, TP roll, shoe boxes,										
Misc - Leather, Lint, glass, ceramic, clay, food, etc.										
Foam - hard/soft, foam board, fun foam, pillow stuffing, packing peanuts, spray foam insul., foam balls										
Carpet - thin or thick, padding, throw rugs										
Fur - fake, leather, rubber, etc.										
Recycled Materials - milk jugs, shoe boxes, TP rolls, cans, milk carton, Pillow stuffing, etc.										
Crafts - Beads, feathers, felt, pompoms, pipe cleaners, buttons, glitter, balloons, rubber bands,										
Other										

Bonding

Putting it together & keeping it together

not a complete list of possible materials or attributes to consider

Attributes to consider

Which is best for?

Possible Materials	what will it bond together best?	Can we afford it?	able to decorate	should it be permanently or temporarily put together? Do we need to take apart again?	durability - hold together a long time - easily moved	limitations	best attributes	can we safely do this (welding, hot gluing, sawing, etc.)		paper to paper or cardboard	wood to wood	metal to paper or cardboard	fabric to fabric	foam to foam	fabric to wood	special combination	other considerations
Glue - Hot, Elmer, Stick, Epoxy, Spray, colored, model,																	
Tape - regular, cloth, masking, duct, dbl-sided																	
Hardware - screws, nails, nuts, bolts, hinges, L brackets, etc.																	
Cloth - velcro, sewing thread, iron-on, tie it on																	
Metal -- tacks, staples, pins, safety pins, paper clips, aluminium foil, pipe cleaners, wrapped wire, foral wire, star garlands, wire, etc.																	
wallpaper paste, paper mache paste																	
Hot - glue, welding, soldering																	
Misc - wax, friciton fit, contact paper, shelf paper, bubble gum, cake icing, clothes pins, gumdrops, marshmal-lows, rubber bands,																	
Rope, string, yarn, thread																	
chemical reaction, paint, origami,																	
Other																	

Backdrop & Props

Set the scene & mood

Attributes to consider

not a complete list of possible materials or attributes to consider

Possible Materials	how will it be used/purpose	who will use/how will it be used	durability	able to decorate	easy to put together staples/nails/duct tape/glue	Should it be a single/multiple piece	How many people does it take to carry	does it help define the character or scene or storyline?	can we get/afford material?	Is it creative??	how many scenes/scene changes	other considerations
Cardboard - corrugated or solid?, box or sheets, gift boxes												
Plastic - Bags, shower curtains, drop cloths, PVC Pipes												
Cloth, canvas, material, curtains, old clothes												
Wood - solid, plywood, particle board, dowels, craft sticks, shims, tree branches, clthespins, pencils, etc.												
Misc. - Lint, glass ceramic, clay												
Foam - hard or soft, sheets or board, packing peanuts, spray foam (home insulation), craft foam, styrafoam eggs, etc.												
Carpet, Fur, Leather												
Metal, Wire, screening, alluminum cans & foil												
Paper -bags, newspaper, wallpaper, shredded paper, crinkled paper, wallpaper, wrapping paper												
Recycled Materials - milk jugs, show boxes, TP rolls, Pillow stuffing, refigerator box												
Other												