



Tools for Leading Teams

Comparison Charts to Aid Decision-Making

Introduction

Comparison Charts are simple tools to help compare various alternatives (actions, root causes, restrainers, etc.). They help by mapping the debate for and against the various alternatives. They help by getting all the data in front of the problem solvers and document the thought process behind your choices.

Key Word Chart

List alternatives you are comparing in the left hand column.

1. List unique or important characteristics of each alternative.

Alternative #1	Key words or data		
Alternative #2	Key words or data	Key words or data	
Alternative #3	Key words or data	Key words or data	Key words or data
Alternative #4	Key words or data	Key words or data	

Criterion Chart

List alternatives you are comparing in the left hand column.

1. List the criteria against which the alternatives will be compared across the top.
2. Identify the “Must Have” and “Nice to Have” criteria.
3. Fill in the chart. *(Note: “Fall in Love” with the criteria, NOT the alternatives.)*

	Criteria #1 (must have)	Criteria #2 (must have)	Criteria #3 (nice to have)
Alternative #1			
Alternative #2			
Alternative #3			
Alternative #4			