**AHP – Template**

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| **1. Decompose the focal problem or decision into sub-problems or important criteria. These are referred to as ‘factors’.** |
| **Factor 1**  | Click or tap here to enter text. |
| **Factor 2** | Click or tap here to enter text. |
| **Factor 3** | Click or tap here to enter text. |

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| **2. Numerical values that represent the importance of each of these factors compared to each other are specified. On the grid below, rate the importance of a factor compared to another factor using values between 1 and 5, with 1 representing equal importance and 5 significantly more importance. Upon completion calculate the total for each factor at the bottom on its column.** |
|  | **Factor 1** | **Factor 2** | **Factor 3** |
| **Factor 1** | 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| **Factor 2** | Click or tap here to enter text. | 1 | Click or tap here to enter text. |
| **Factor 3** | Click or tap here to enter text. | Click or tap here to enter text. | 1 |
| **Total** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **3. The values for each factor are normalised by dividing the values for each factor in each column by the total for that column. Each column should now add up to 1. Averages for each row are then calculated by adding the values for a single row in each column and dividing by the number of columns. The row averages are referred to as criteria weights.** |
|  | **Column 1** | **Column 2** | **Column 3** | **Row average/criteria weight** |
| **Factor 1 ÷ Total** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Factor 2 ÷ Total** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Factor 3 ÷ Total** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | 1 | 1 | 1 | Click or tap here to enter text. |

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| **4. A solution is chosen or decision made on the basis of the extent to which it addresses the factor with the highest criteria weight, or the factor of greatest importance.** |