**Scoring Models – Template**

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| **1. Define criteria that are aligned with your organisation’s objectives. These can include strategic alignment, impact to the business, ease of integrating change with existing systems, cost savings, the probability of success, or risk.** |
| 1. Click or tap here to enter text.2. Click or tap here to enter text.3. Click or tap here to enter text.4. Click or tap here to enter text.5. Click or tap here to enter text. |

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| **2. Each of the criteria is assigned a weight score that reflects its importance and the extent to which it aligns with the objectives of the organisation. The total for all weights assigned to each of the criteria should equal to 1.** |
| **Criterion** | **Weight** |
| 1 | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. |
| 4 | Click or tap here to enter text. |
| 5 | Click or tap here to enter text. |
| **Total** | **1** |

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| **3. Each of the criteria are assigned a score for their importance using a scale from 1-5, where 1 represents criteria of low importance, and 5 criteria of high importance.** |
| **Criterion** | **Importance score** |
| 1 | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. |
| 4 | Click or tap here to enter text. |
| 5 | Click or tap here to enter text. |

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| **4. Calculate total scores for each idea or project under evaluation by multiplying the weights by the importance score.** |
| **Criterion** | **Weight** | **Importance score** | **Total** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 5 | 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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| **5. Use the total scores for each project to support decisions regarding the allocation of resources.** |