



**Directions:**

<sup>1</sup>Design Components - each is an "attribute" or "component" of any proposed solution. Consensus of the group should be sought on selection of a set of solution criteria.

<sup>2</sup>Solution Options - each is a solution alternative elicited from the stakeholder group that meet one of the specific solution criteria.

**To complete the matrix:**

1. Elicit from the stakeholder group a set of components (attributes) desired for any proposed solution. Enter a short label for each in the Design Components column.
2. If needed, enter a more detailed description of each criteria on the "Component Details" tab.
3. Using informal/non-binding voting, rate each component's priority in the final solution as "high/medium/low"
4. Elicit from the stakeholder group potential solution alternative(s) for each component. Enter a short label for each in the Solution Options columns.
5. If needed, enter a more detailed description of each potential solution option on the "Solution Details" tab.
6. Once the matrix is filled out, the group will attempt to select a single solution alternative (column) for each component (row) to form a solution "package".  
Example: cells 1B, 2C, 3A, 4B, 5D could make up a solution package.
7. If consensus is achieved on a single package (Tier 1 decision-making method), this will be documented in a Consensus Proposal Report to the parent committee.
8. If not, the group will identify up to 3 possible solution packages in a comparative Proposal Alternatives Report to the parent committee (Tier 2 decision-making method).