1. Post the list of standards for reference and have a discussion about how the options meet the standards.

2. Combine or revise options to better meet the standards. If a revision cannot be easily recorded by editing the original option, record it as a new option on the flipchart, numbering from the last option posted.

3. Continue until every option has been evaluated against all standards. Do not stop short; it is important to the process that all options be evaluated against the standards.

4. Have the team members suggest options that should be eliminated because they meet few or none of the standards. If there is a consensus to eliminate them, cross them off the options' flipcharts.

5. Where it is not clear whether to keep or eliminate an option, the group may wish to retain the option for future consideration and mark under the option which standards it meets.

6. Circle the number of any option that meets all standards.

SAMPLE MATRIX

		Standards				
		1	2	3	4	5
Options	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					