

PROBLEM ANALYSIS AND SELECTION

PROBLEM SELECTION WORKSHEET 1

Directions:

In the boxes across the top of the grid below, write the problems your group is considering. Then rate them against the listed criteria by working across each row. The higher the total score, the greater the likelihood that the problem is appropriate for your group to work on.

Problem Statements				
Control 1 2 3 4 5 Little Great				
Importance 1 2 3 4 5 Little Great				
Difficulty 1 2 3 4 5 Little Great				
Time 1 2 3 4 5 Little Great				
Return on Investment 1 2 3 4 5 Little Great				
Resource Requirements 1 2 3 4 5 Little Great				
Total Points				

Control: The extent to which the group controls the problem and can control the solution.

Importance: The seriousness or urgency of the problem.

Difficulty: A judgment about the relative difficulty of working through the problem to a solution.

Time: A judgment about the relative length of time it will take to resolve the problem.

Return on

Investment : The approximate, expected payoff from solving the problem.

SOLUTION SELECTION WORKSHEET 2

Directions:

In the boxes across the top of the grid below, write the solutions your group is considering. Then rate them against the listed criteria by working across each row. The higher the total score, the greater the likelihood that the problem is appropriate for your group to work on.

Solution				
Control 1 2 3 4 5 Little Great				
Appropriateness 1 2 3 4 5 Little Great				
Resource Availability 1 2 3 4 5 Little Great				
Time 1 2 3 4 5 Little Great				
Return on Investment 1 2 3 4 5 Little Great				
Acceptability 1 2 3 4 5 Little Great				
Total Points				

- Control:** The extent to which implementation of the solution is within control of the group.
- Appropriateness:** The degree to which the solution satisfies the requirements of solving the problem.
- Resource Availability:** The extent to which the resources (dollars, people) required to implement the solution are available to the group.
- Time:** A judgment about the relative length of time it will take to resolve the problem.
- Return on Investment:** The expected payoff from implementing the solution (cost benefit analysis).
- Acceptability:** The degree to which the people involved will accept the changes involved, and the organization can absorb the change.