# Weighted Scoring

A weighted scoring model is a tool that provides a systematic process for selecting projects based on many criteria. This is best utilized in a portfolio environment as a selection method that can be applied by a project selection committee. The following steps define the process for applying a weighted scoring model. The first three steps are to create the model at the organizational level. The last three steps are to apply the model to projects in the organization.

1. Determine criteria that are important to the project selection process.
2. Assign weights to each criterion or group of criteria based on their importance to the organization.
3. Develop a scoring rubric to remove subjectivity for each criterion and standardize scoring.
4. Apply the scoring rubric to assign raw scores for each criterion to each project.
5. Multiply the raw scores by the weights to get the weighted scores for each criterion on each project.
6. Add the weighted scores up for each project.

The higher the total weighted score, the better the project qualifies for selection or the higher priority the project is. It is also possible to define a minimum score threshold to determine whether a project should be undertaken or not.

## Sample Weighted Scoring Sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Project A | | Project B | |
| Criteria | Weight | Raw Score | Weighted Score | Raw  Score | Weighted Score |
| Strategic | 20 |  |  |  |  |
| Future Potential | 20 |  |  |  |  |
| Financial | 30 |  |  |  |  |
| Experience | 15 |  |  |  |  |
| Resource Usage | 15 |  |  |  |  |
| **TOTAL** | **100** |  |  |  |  |

## Sample Scoring Rubric

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criterion  Raw Scores | Very Poor  1 | Poor  2 | Good  3 | Very Good  4 |
| Strategic | Project aligns with <50% of strategies | Project aligns with 50% to <65% of strategies | Project aligns with 65% to 80% of strategies | Project aligns with >80% of strategies |
| Future Potential | No future business foreseen | Minor future opportunities are possible from project | Future benefits are likely from project | Future benefits are assured or project is required to remain viable |
| Financial | Cost savings or profits from project are <$100k | Cost savings or profits from project are $100k to <$500k | Cost savings or profits from project are $500k to $1M | Cost savings or profits from project are >$1M |
| Experience | Little improvement in existing skills | Improvement in existing skills | Some new skills gained | Improvement in existing skills and new skills gained |
| Resource Usage | Project will drain many resources from other projects | Project will drain few resources from other projects | Project will be completed with available resources | Project will use currently underutilized resources |