

Criteria Canvas



Using the tool
Template
Example

Criteria Canvas

The tool helps you to clearly define and evaluate project criteria at different stages by ranking the level of energy, impact and ease per proposition.

The tool is valuable if you are looking for a structured, collaborative approach to evaluate. By rating criteria on energy, impact, and ease, and calculating a final score, teams can prioritize effectively and make informed decisions at every stage of the project.

To be able to start this tool, you must be ready to discuss and refine criteria collaboratively.

Tips for use

You can use the tool both Individually for personal clarity and planning as in groups for collaborative evaluation and decision-making. To start with the tool, you need to print out the canvas and assign a facilitator to guide the discussion (especially for group use).

How to use

To use this tool, you need to Include all relevant stakeholders, ensuring diverse perspectives.

Step 1: Introduce the Criteria Canvas

Explain the purpose of the Criteria Canvas: to evaluate multiple propositions based on energy, impact, and ease, and to prioritize them. Outline the process and what you aim to achieve in the meeting.

Step 2: Brainstorm Propositions

Ask stakeholders to write down their propositions on sticky notes (one proposition per note). Place all the sticky notes on the whiteboard or paper.

Step 3: Explain Rating Categories

Describe the three rating categories:

- Energy: The amount of effort and resources required to implement the proposition (rate 1-5, where 1 is low and 5 is high).
- Impact: The potential positive effect on the project or organization (rate 1-5, where 1 is low and 5 is high).
- Ease: The simplicity and feasibility of implementation (rate 1-5, where 1 is difficult and 5 is easy).

Step 4: Rate Each Proposition

As a group, discuss and rate each proposition on energy, impact, and ease. Write the ratings on the corresponding sticky note. Ensure everyone's input is considered during the discussion.

Step 5: Calculate the Final Score

Add the ratings for energy, impact, and ease to get a final score for each proposition.

Write the final score on each sticky note.

Step 6: Prioritize Propositions

Arrange the sticky notes in order of their final scores, from highest to lowest.

Discuss the rankings and ensure consensus on the prioritization.

Step 7: Determine who will be responsible

For further evaluating or implementing each of the top-priority propositions, note the responsible team members next to the relevant propositions.

Step 8: Schedule follow-up meetings to review progress and re-evaluate propositions as needed

Adjust and iterate the criteria and propositions based on new insights and developments.

In the fictional case of Clearwater Bay, we will further explain how the tool works.

Criteria Canvas

name _____

Proposition

Energy

Impact

Ease

Score

date _____

Navigation and enjoyment in Clearwater Bay

Clearwater Bay is a vibrant hub, attracting commercial vessels, recreational boats, swimmers, and surfers. This convergence often led to dangerous situations, prompting the Clearwater Bay Safety Committee to seek solutions to enhance safety and enjoyment for everyone. To make informed decisions, they decided to use the Tool Criteria Canvas, to evaluate and prioritize different propositions based on energy, impact, and ease. The Safety Committee brought together all relevant stakeholders, including harbor authorities, beach management, and representatives from the boating, swimming, and surfing communities. The goal was to ensure a structured and inclusive decision-making process.

Stakeholders brainstormed and came up with three main propositions to improve safety and organization in Clearwater Bay: Colored Buoys to Help Ships Find the Way, Swim Lanes for Swimmers and Surf Lanes for Surfers. These propositions were written on sticky notes and placed on the whiteboard for further evaluation. The stakeholders together filled in the criteria canvas.

Proposition 1: Colored Buoys to Help Ships Find the Way
Energy: 4 (High effort and resources needed for installation and maintenance). Impact: 5 (Significant positive impact on navigation and safety for shippers). Ease: 3 (Moderate complexity in implementation but manageable).

Proposition 2: Swim Lanes for Swimmers. Energy: 3 (Moderate effort and resources needed for creating designated swim areas). Impact: 4 (Positive impact on swimmer safety and organization in the waterway). Ease: 4 (Relatively easy to implement with clear marking and designated zones).

Proposition 3: Surf Lanes for Surfers. Energy: 2 (Lower effort and resources compared to buoys and swim lanes). Impact: 3 (Moderate positive impact, primarily benefiting surfers and reducing conflicts). Ease: 5 (Easy to implement with minimal infrastructure required).

After discussing and rating each proposition, the stakeholders calculated the final scores, as can be seen in the Criteria Canvas on the following page. The final scores guided their decisions: First Priority: Implement Colored Buoys to Help Ships Find the Way. This proposition, despite requiring significant resources, was prioritized due to its substantial impact on navigation and safety.

Second Priority: Establish Swim Lanes for Swimmers. The balanced impact and ease of implementation made this a practical and beneficial project for swimmer safety. Third Priority: Create Surf Lanes for Surfers. While easy to implement, the moderate impact made it a lower priority compared to the other propositions. By using the Criteria Canvas, the Safety Committee ensured that the most impactful and feasible solutions were prioritized first. This structured approach led to safer, more organized waterways, benefiting everyone who used Clearwater Bay.

Criteria Canvas

name Clearwater Bay

Proposition

	Energy	Impact	Ease	Score
Colored Buoys to Help Ships	4	5	3	12
Swim Lanes for Swimmers	3	4	4	11
Surf Lanes for Surfers	2	3	5	10

date August 7th



