

Problem Solving

- Identify The Criteria
- Evaluate The Alternatives

Package #2

1) IDENTIFY THE CRITERIA

- 1a: Are the criteria clearly identified so that *anyone* may understand them?
- 1b: Do all the criteria seem relevant to the intended solution? If not, explain why. If so, supply justification.
- 1c: Is the process for determining the criteria explained? Does this process seem logical?
- 1d: Correct and/or note any mechanical errors.
- 1e: Make additional suggestions for improvement.

2) EVALUATE THE ALTERNATIVES

- 2a: Is each possible solution evaluated against the criteria? Note any exceptions or gaps in the evaluation.
- 2b: Given the information presented in the report, has the best possible solution been selected? Support your response.
- 2c: Correct and/or note any mechanical errors.
- 2d: Make additional suggestions for improvement.

**IMPORTANT
NOTE:**

The most successful evaluations occur when the reader takes the point of view of someone who has absolutely no knowledge of the material beforehand. In this way clarity is emphasized and communication gaps are easier to identify.