

Table Multivoting Steps and Actions

Step	Action
1	Review items for understanding. Facilitator ensures that all participants understand the items on the list.
2	<p>Select voting criteria. This depends on the project objectives and constraints. The participants must decide what criteria are appropriate to use for ranking based on what's important to the project.</p> <p>Examples</p> <ul style="list-style-type: none"> • Which items have a significant impact? • Which items are more likely to occur? • Which items have a greater impact on performance?
3	Select number of votes. Selecting the number of votes to be used depends on the number of items on the list. A general rule of thumb for the facilitator is to allow participants votes equal to one-third the number of items on the list [Scholtes 88, p. 2-41].
4	<p>Conduct voting. Each participant votes individually.</p> <p>Note: There are two weighting variations.</p> <ul style="list-style-type: none"> • All votes are equal to one point. • Votes are weighted with respect to the total number of votes (example: With 5 votes, the #1 vote is weighted 5 points, the #2 vote is weighted 4 points, etc.).
5	<p>Rank items. The facilitator calculates the final ranking.</p> <ul style="list-style-type: none"> • Tally points. • Sort items by total points from highest to lowest.
6	Review the ranking with participants. The Facilitator reviews the results and allows the participants to react to and discuss the resultant ranking.
7	If the outcome is uncertain, repeat steps 3-6. For a large number of items, the final ranking may not be sufficiently distinct for the top items. In that case, reduce the list by removing items with few or no votes and conduct the voting again. This time members will have fewer votes to cast and the ranking of the top items will reflect the new vote.