Team Decision Making

The Tool	Multivoting
What is it?	The goal of multivoting is to allow a team to determine the higher priority and lower priority options from a set of alternatives. Multivoting is quick and easy. However, it does not allow a detailed analysis of the different alternatives.
When to Use it	A team might want to use multivoting to determine higher priority options from a large list of alternatives. Then, the team might use more detailed analyses to select the highest priority alternative.
What you need	Flip Chart Paper, Sticky Dots or Notes

How to work with this

1. Assign each participant the same number of votes. A rough rule of thumb is that each participant may receive a number of votes equal to the number of options divided by three. Each participant might vote with sticky dots or small Post-It notes.

2. Participants vote simultaneously by placing their sticky dots (or notes) beside or on their preferred options.

3. In some versions, participants may cast, at most, one vote per option. In other versions, participants may cast multiple votes per option, although the maximum number of votes per option may be limited.

4. Options receiving more votes are ranked as higher priority

5. The end result is a list of options, each with a number of votes (perhaps zero). If an option has more votes, then the team has assigned a higher priority to that option.

Option 1	● ● ●
Option 2	● ● ● ● ● ● ● ● ● ● ●
Option 3	● ● ● ●
Option 4	● ● ● ● ● ● ● ● ●
Option 5	● ● ● ● ● ● ● ● ●

With this result, the team has chosen option 2 as the highest priority. Options 4 and 5 have tied for second highest priority. The team may want to analyze the priority of these three options in greater depth.